



DR CHARLES V CHRESTMAN  
**WORKFORCE DEVELOPMENT CENTER**



**SUMMER**

**2015**

# 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

EMPLOYABILITY SKILLS. . . . . Page 11  
WORKKEYS, KEYTRAIN, JOB READINESS 910-272-3604

HAIR & NAILS 910-522-1426 OR 910-272-3604. . . . . Page 18

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CAREER READINESS CERTIFICATION/WORKKEYS 910-272-3604 . . Page 11

BUSINESS/CUSTOMER SERVICE 910-272-3604 . . . . . Page 11

HEALTH/MEDICAL EDUCATION CLASSES.. . . . . Page 04

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

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

NURSING ASSISTANT 910-272-3397

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

AUTOMOTIVE, ELECTRICAL 910-272-3604

FAST TRACK, WELDING, NCCER 910-272-3630

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

COMMUNITY SERVICES 910-272-3604. . . . . Page 12

POTTERY, MOTORCYCLE 910-272-3604

FIRE EDUCATION 910-738-7128. . . . . Page 16

LAW ENFORCEMENT 910-272-3651 OR 910-272-3650 . . . . . Page 17

COLLEGE AND CAREER READINESS 910-272-3619 . . . . . Page 19

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 24

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. The cost for most classes is \$70.

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

## ACCOUNTING

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

## COMPUTER APPLICATIONS

Intro to Microsoft Word 2010 or 2013      Microsoft PowerPoint 2010 or 2013  
Intro to Microsoft Excel 2010 or 2013      Intro to Microsoft Access  
Microsoft Outlook 2010 or 2013      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 11, or 12 for the Digital Photographer

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

**MAY 20**

**JUNE 17**

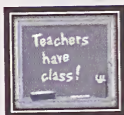
**JULY 15**

**AUGUST 19**

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

# ONLINE TEACHER RENEWAL

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



## 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

Teaching Students with Learning Disabilities

Enhancing Language Development in Childhood

Teaching Smarter with SMART Boards

Differentiated Instruction in the Classroom

Microsoft PowerPoint the Classroom

Integrating Technology in the Classroom

Solving Classroom Discipline Problems

Handling Medical Emergencies

Teaching Students with Autism: Strategies for Success

Creating the Inclusive Classroom: Strategies for Success

Singapore Math Strategies: Model Drawing for Grades 1-6

Survival Kit for New Teachers

Teaching High School Students

Teaching ESL/EFL Grammar

Grammar Refresher

Grammar for ESL

Teaching Science Grades 4-6

Teaching Math: Grades 4-6

Creating a Classroom Web Site

Praxis I Preparation



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

## ONLINE LANGUAGE CLASSES

SPANISH FOR LAW ENFORCEMENT  
SPANISH FOR MEDICAL PROFESSIONALS  
BEGINNING CONVERSATIONAL FRENCH  
INSTANT ITALIAN

SPEED SPANISH I, II, OR III

GRAMMAR FOR ESL  
GRAMMAR REFRESHER  
CONVERSATIONAL JAPANESE  
SPANISH IN THE CLASSROOM

## 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**

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

MAY 20

JUNE 17

JULY 15

AUGUST 19

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## HEALTHCARE MEDICAL EDUCATION CLASSES



**\*\*\*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 4<sup>th</sup> THURSDAY of each month.


7:30 pm - 10:30 pm

Bldg. 17, Rm 1729A

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

T & TH 6:00 pm - 10:00 pm 06/16 - 11/12/15 Bldg. 17, Rm 1752B WATTS

M & W 8:30 am - 3:30 pm 06/15 - 10/28/15 Bldg. 17, Rm 1752B CONNER

**EMT-P****\*\* \$180.00**

The paramedic course is designed to produce competent entry-level Paramedics who can provide treatment to the community in emergency situations. Paramedics assess the urgent needs of patients and stabilize their condition until they receive advanced care. This treatment includes advanced life support, advanced patient assessment, airway management, pharmacological interventions and critical decision making. A paramedic may perform intravenous therapy, electrical cardioversion, induction of hypothermia, surgical airway, drug administration, and many other skills often performed in uncontrolled environments. There will be additional fees of approximately \$195.00 for supplies, manual, etc. Prerequisites: H.S. diploma or equivalent, North Carolina EMT Intermediate Credential and required test scores. Please call (910) 272-3316 or (910) 272-3407. \*\*Registration is \$180.00 for Non-EMS Personnel

M & W 6:00 pm - 10:00 pm 09/01 - TBA Bldg. 17, Rm 1752B T JACKSON  
 M & TH 8:30 am - 3:30 pm 09/01 - TBA Bldg. 17, Rm 1752B LOCKLEAR

**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 \$28.10 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.



NA I M 8:00 am - 3:30 pm 05/26 - 08/13/15 COMTECH Bullard  
 TW 7:00 am - 3:30 pm

Career Readiness: M - TH 8:00 am - 3:00 pm 05/18 - 05/21/14 Bldg. 8, Rm 1722A

**NURSING ASSISTANT II**

Please Contact Admissions Office at 910-272-3342

**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. Please call (910) 272-3316 or (910) 272-3407

TH 8:30 am - 1:30 pm 06/18/15 Bldg. 17, Rm 1729A TBA  
 TH 8:30 am - 1:30 pm 07/16/15 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 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. Please call (910) 272-3316 or (910) 272-3407

TH	8:30 am – 12:30 pm	06/11/15	Bldg. 17, Rm 1729A	TBA
TH	8:30 am – 12:30 pm	07/09/15	Bldg. 17, Rm 1729A	TBA
TH	8:30 am – 12:30 pm	08/13/15	Bldg. 17, Rm 1729A	TBA

**MEDICAL OFFICE ASSISTING PROGRAM****\$180.00*****CLASS ALLOWS YOU TO TAKE THE NATIONAL CERTIFICATION EXAM***

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

Office Accounting	Customer Service	Electronic Health Records
Medical Coding	Collection Process	Health Insurance Billing



Governmental policies and procedures play a vital role in efficiently managing medical offices, so students will learn regulations in the areas of OSHA, HIPPA, DEA, and CLIA. Certification in a Medical Office Assisting Program is a great way to demonstrate knowledge and commitment to having a successful career in this field of study. The National Center for Competency

Testing (NCCT) will be the certifying body for the program. Students who successfully pass this course will be eligible to test for the National Certified Medical Office Assistant (NCMOA). This certification is accepted at hospitals throughout the state of NC. Obtaining this certification will open many doors of opportunity throughout a student's career. The cost of the exam and books are not included in the registration fee. 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 05/18 - 08/14/15 WDC, Rm 1804 ANDREWS**

**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 & TH 8:30 am - 12:30 pm 05/19 - 07/30/15 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 - 9:00pm 05/12 - 06/11/15 WDC, Rm 1804 HUNT**



# AUTOMOTIVE, CONSTRUCTION, AND INDUSTRIAL

## AUTOMOTIVE

### OBD II 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	07/27 - 07/28/15	WDC, Rm 1802	GIBSON
M & T	6:00 pm - 10:00 pm	09/28 - 09/29/15	WDC, Rm 1802	GIBSON
M & T	6:00 pm - 10:00 pm	11/02 - 11/03/15	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	07/13/15	WDC, Rm 1802	GIBSON
M	6:00 pm - 10:00 pm	09/21/15	WDC, Rm 1802	GIBSON
M	6:00 pm - 10:00 pm	11/09/15	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	07/06 - 07/07/15	WDC, Rm 1802	GIBSON
M & T	6:00 pm - 10:00 pm	09/14 - 09/15/15	WDC, Rm 1802	GIBSON
M & T	6:00 pm - 10:00 pm	11/02 - 11/03/15	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	09/14 - 09/17/15	WDC, Rm 1802	GIBSON
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### 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	07/15/15	WDC, Rm 1842	GIBSON
T	9:00 am - 4:00 pm	11/18/15	WDC, Rm 1842	GIBSON

## CONSTRUCTION AND INDUSTRIAL

### WELDING CAREERS EXPLORATION

\$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 symbols recognition and blueprint reading. Students enrolled in the class will also have the opportunity to complete Forklift Training. Register at the first class. Call 910-272-3630 for information.

M & W	6:00 pm - 10:00 pm	05/18 - 08/12/15	Bldg. 1, Rm 101	DIAL
T & TH	6:00 pm - 10:00 pm	05/19 - 08/13/15	Bldg. 1, Rm 101	DIAL

### NCCER CORE CURRICULUM

\$180.00

The National Center for Construction, Education, and Research is an educational foundation created to develop standardized construction curriculum for the crafts. This credential is portable and industry recognized. The Core Curriculum consists of safety lectures and skill performance demonstrations. Nationally recognized and accepted by the Department of Labor Office of Apprenticeship as time-based training, this is the beginning course for up to seventy (70) different craft trades. Textbook is required. Call 910-272-3630 for information.

SAT	7:30 am - 3:00 pm	05/09 - 08/08/15	COMTECH	DIAL
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### FAST TRACK MAINTENANCE TRAINING \*\*\*\*INFORMATIONAL MEETING\*\*\*\*

Join us for an informational meeting to learn more about our upcoming Fast Track Maintenance Training Program. Learn about local career opportunities in technical training to include: Mechanical, Electrical, Hydraulics, Pneumatics, Computers, Programmable Logic Controllers (PLC) and troubleshooting. We will discuss how you may get involved and possible financial assistance. Class size is limited and the selection process will be discussed in detail. Call 272-3630 for information.

TUESDAY	6:00 am - 8:00 pm	07/14/15	WDC, Rm 1848 (BB&T CONFERENCE ROOM)
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## COMPUTER CLASSES

### KEYBOARDING SKILLS \*\*\*NEW\*\*\* \*\*\*NEW\*\*\* \*\*\*NEW\*\*\* \$70.00



This course provides employability skills training for unemployed and underemployed adults. It is designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the



keyboard with desirable keyboarding techniques, development of speed and accuracy, and proper care of the equipment. Keyboarding is the foundation for developing entry-level skills for business careers. 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	08/10 - 09/21/15	Lumberton ESC	Martin
T & TH	8:30 am - 12:30 pm	06/09 - 06/25/15	WDC, Rm 1805	Martin

**COMPUTER SKILLS FOR THE WORKPLACE \*\*NEW\*\*NEW\*\*NEW\*\* \$70.00**

This course will focus on basic computer use skills as they relate to technology in the workplace. Students will learn to create professional documents while becoming familiar with basic computer skills to assist with employment goals. Fee Waiver available for individuals meeting eligibility criteria. For information, call (910) 272-3604 or (910) 272-3613.

<b>M &amp; T</b>	<b>5:30 pm – 7:30 pm</b>	<b>06/22 – 07/28/15</b>	<b>Lumberton ESC</b>	<b>Martin</b>
<b>T &amp; TH</b>	<b>8:30 am – 12:30 pm</b>	<b>07/07 – 07/23/15</b>	<b>WDC, Rm 1805</b>	<b>Martin</b>
<b>T &amp; TH</b>	<b>8:30 am – 12:30 pm</b>	<b>08/04 – 08/20/15</b>	<b>WDC, Rm 1805</b>	<b>Martin</b>

**IPAD: MAKING THE MOST OF AN IPAD \$70.00**

This is an introduction to the Apple iPad. Coverage includes such items as setup and creating an account, syncing, downloading and using apps, video, document management, locking and tracking the device, security and parental controls, using a hotspot, iPad secrets, tricks, and tips, and more. Learn the absolute basics, or increase what you already know about this extremely popular device. Students MUST bring a fully charged iPad. An iPad will NOT be supplied. Call 910-272-3604 to pre-register or visit the campus at the Workforce Development Center, building #18. Class size is limited!

**T & TH 5:30 pm - 8:30 pm 05/05 – 05/21/15 WDC, Rm 1804 TBA**

**MICROSOFT WORD 2013 BASICS \$70.00**

This course gives a brief introduction to the essential, basic activities in Word 2013. The emphasis is on shortcuts and quick methods to master the bare essentials of Word. It is intended to allow the student to perform the very basic skills for use in an office and move toward a higher-level course. There is an additional \$5 fee for this class. Class size is limited! Call 910-272-3604 for information or to pre-register.

**T & TH 6:00 pm - 9:00 pm 04/28 – 05/21/15 WDC, Rm 1805 TBA**

**MICROSOFT EXCEL LEVEL I \$70.00**

This course introduces students to the essentials of Microsoft Excel. Students will be able to create simple spreadsheets, including editing, formatting, and printing. It is intended for people with little or no background in spreadsheets. Simple formulas and introductory data handling are covered. **PREREQUISITE:** Some experience using Windows. There is an additional \$5 fee for this class. Class size is limited! Call 910-272-3604 for information or to pre-register.

**T & TH 6:00 pm - 9:00 pm 06/02 - 06/25/15 WDC, Rm 1805 TBA**

**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-TH 8:30 am - 2:00 pm 06/22 – 07/23/15 Bldg. 08, Rm 811 TBA**

## PATHWAYS TO THE BANKING INDUSTRY

**\$180.00**

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

**M - F 8:30 am - 2:00 pm 07/27 - 08/21/15 Bldg. 08, Rm 811 TBA**

## 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](http://www.crcnc.org).



## WORKKEYS



If you want to be adequately prepared for the workforce, you need to understand the requirements for jobs you are considering. WorkKeys helps determine the skill levels for various jobs. WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. These skills are valuable for any occupation—skilled or professional—and at any level of education. When you use WorkKeys to show you are ready for work, you have an advantage with employers who accept or require job applicants to have WorkKeys scores. A growing number of states nationwide are adopting WorkKeys to ensure that all their workers have needed skills. WorkKeys assesses 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. **HELP IMPROVE YOUR TEST SCORES BY GOING TO OUR KEYTRAIN LAB LISTED BELOW.**

### 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 8:00 am - 2:00 pm 05/18 - 08/12/15 WDC, Rm 1805 LOWERY**  
**T&TH 8:00 am - 2:00 pm 05/19 - 08/13/15 COMTECH, Rm A045 LOWERY**

**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 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. For information call (910) 272-3604 or (910) 272-3613. All classes will be held in WDC, Rm 1803 and begin at 8 AM and end at 3:30 PM. Class begins promptly at 8 AM. Late arrivals will not be admitted.

Pre-registration is held only once per month in the CVC Workforce Development Center on the RCC campus. Pre-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. 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:

**MAY 18****JUNE 22****JULY 20****AUGUST 17****COMMUNITY SERVICES**

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

**MOTORCYCLE RIDER COURSE—BEGINNING****\$125.00**

Do you want to learn how to ride a motorcycle? Riding and street skill has at its core, 22 hours of instruction. Eight of these hours will be spent in the classroom in preparation for fourteen hours of range activities. For more information or registration call 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 6:00 pm when the first class begins. Failure to be on time will result in your slot being denied.

F	6:00 PM - 10:00 PM	04/24/15	Building 13	WALTZ
SA	7:30 AM - 5:30 PM	04/25/15	Building 13	WALTZ
5U	7:30 AM - 5:30 PM	04/26/15	Building 13	WALTZ
F	6:00 PM - 10:00 PM	05/08/15	Building 13	WALTZ
SA	7:30 AM - 5:30 PM	05/09/15	Building 13	WALTZ
5U	7:30 AM - 5:30 PM	05/10/15	Building 13	WALTZ
F	6:00 PM - 10:00 PM	05/15/15	Building 13	WALTZ
SA	7:30 AM - 5:30 PM	05/16/15	Building 13	WALTZ
5U	7:30 AM - 5:30 PM	05/17/15	Building 13	WALTZ
F	6:00 PM - 10:00 PM	05/29/15	Building 13	WALTZ
SA	7:30 AM - 5:30 PM	05/30/15	Building 13	WALTZ
5U	7:30 AM - 5:30 PM	05/31/15	Building 13	WALTZ
F	6:00 PM - 10:00 PM	06/05/15	Building 13	WALTZ
SA	7:30 AM - 5:30 PM	06/06/15	Building 13	WALTZ
5U	7:30 AM - 5:30 PM	06/07/15	Building 13	WALTZ

F	6:00 PM - 10:00 PM	06/12/15	Building 13	WALTZ
5A	7:30 AM - 5:30 PM	06/13/15	Building 13	WALTZ
5U	7:30 AM - 5:30 PM	06/14/15	Building 13	WALTZ

F	6:00 PM - 10:00 PM	06/19/15	Building 13	WALTZ
5A	7:30 AM - 5:30 PM	06/20/15	Building 13	WALTZ
SU	7:30 AM - 5:30 PM	06/21/15	Building 13	WALTZ

F	6:00 PM - 10:00 PM	06/26/15	Building 13	WALTZ
5A	7:30 AM - 5:30 PM	06/27/15	Building 13	WALTZ
5U	7:30 AM - 5:30 PM	06/28/15	Building 13	WALTZ

F	6:00 PM - 10:00 PM	07/17/15	Building 13	WALTZ
5A	7:30 AM - 5:30 PM	07/18/15	Building 13	WALTZ
5U	7:30 AM - 5:30 PM	07/19/15	Building 13	WALTZ

F	6:00 PM - 10:00 PM	07/31/15	Building 13	WALTZ
5A	7:30 AM - 5:30 PM	08/01/15	Building 13	WALTZ
SU	7:30 AM - 5:30 PM	08/02/15	Building 13	WALTZ

### 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.

### 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.

### 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.

MAY 20

JUNE 17

JULY 15

AUGUST 19

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



## SMALL BUSINESS CENTER SEMINARS



### THE SMALL BUSINESS CENTER

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, 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. Appointments are scheduled at times convenient to the client. To schedule a counseling session, call Bob Moore at 910-272-3631 or email [bmoore@robeson.edu](mailto:bmoore@robeson.edu).

It is now very easy to view and register for Small Business Center seminars by following these four steps:

1. Go to <https://www.ncsbc.net/>
2. Select "Contact Your SBC"
3. A map of North Carolina will appear. Select "Robeson County". Current and future seminars will appear.
4. Select "Register" for the seminar(s) you would like to attend

#### HOW TO PURCHASE AND RENT YOUR OWN PROPERTY ~~\$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 from rental properties you own or a career in real estate investing, this seminar will guide you towards your success. This presentation is open to the public and provided FREE of charge 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](mailto:bmoore@robeson.edu)

M 6:00 pm - 9:00 pm 05/18/15 WDC, Rm 1848 DENNIS WATTS

#### GETTING YOUR BUSINESS ON THE INTERNET ~~-\$199~~ (FREE-SEE BELOW)

One of the greatest challenges of today's small business owner is deciding what type of presence they need on the Internet and knowing how much it will cost. This seminar will reveal the different ways you can have an Internet presence and you will learn the "Ten Things Every Small Business Website Needs." Topics will include but are not limited to selecting and registering your domain name, software tools for website creation, site design tips, and optimization methods to improve rankings in Google and other search engines (SEO). 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](mailto:bmoore@robeson.edu)

M 6:00 pm - 9:00 pm 06/01/15 WDC, Rm 1848 TODD LYDEN



## **SALESMANSHIP – BUSINESS OWNER'S KEY TO SUCCESS – \$199 (FREE-SEE BELOW)**

Whether or not you consider yourself a salesperson, you ARE if you own a business. In order for Business Owners to stay in business, customers must buy their products and services. Most sales are made by a small percentage of those selling. Is it because these successful people are naturally born to sell? How can successful Business Owners make it so *easy* for buyers to *purchase as much* as they want as soon as possible? Tim Dannelly, author of *Selling The American Dream – How To Enjoy Make A Living As A Sales Professional*, believes selling is an art that is mastered by those who learn and put into practice certain principles. Find out what the great Business Owners of America know about successfully selling for a living. You will learn:

- How and Why to 'sell yourself'
- Ways to quickly know who can buy and who can't
- Techniques for helping clients mentally own your product
- What to do when the customer wants you to lower your price
- How to close the sale, even after the customer has told you "No"

Whether you are new to business ownership or a seasoned professional, you will benefit from this *quick* and *powerful* presentation. Start *closing more sales* and *making more money* now! 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](mailto:bmoore@robeson.edu)

**W 6:00 pm - 9:00 pm 05/20/15 WDC, Rm 1848 TIM DANNELLY**

## **PARLIAMENTARY PROCEDURE MADE EASY \$199 (NO FEE-SEE BELOW)**

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 and Use if its 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. 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](mailto:bmoore@robeson.edu)

**M 6:00 pm - 9:00 pm 06/08/15 WDC, Rm 1848 SAM GORE**

## STARTING A SMALL BUSINESS FOR UNDER \$100! – \$199 (NO FEE-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](mailto:bmoore@robeson.edu). Seating may be limited.

M 6:00 pm - 9:00 pm 06/15/15 WDC, Rm 1848 MIKE COLLINS

## 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](http://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 Rescue Rigging  
CS Hazard Control  
CS Victim Management



#### TECHNICAL RESCUER-WATER

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



#### DRIVER OPERATOR

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



#### TECHNICAL RESCUER-GENERAL

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



#### TECHNICAL RESCUER-VMR

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

## TECHNICAL RESCUER-ROPES

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



## HAZARDOUS MATERIALS

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



## FIRE LIFE SAFETY EDUCATOR I, II, & III

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



AGRICULTURE RESCUE    CHIEF 101    FIRE OFFICER I    FIRE OFFICER II

## LAW ENFORCEMENT

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

### LAW ENFORCEMENT GENERAL INSTRUCTOR TRAINING

M-F    8:00 am – 5:00 pm    06/15 – 06/26/15    Bldg. 11    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    07/13 – 07/17/15    Bldg. 11    MEARES

### \*\*\*RADAR RECERTIFICATION

TH & F    8:30 am – 5:30 pm    06/18 – 06/19/15    Bldg. 11    MEARES

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

TH & F    8:30 am – 5:30 pm    06/18 – 06/19/15    Bldg. 11    SMITH

### ETHICS & INTEGRITY

TWTH    8:00 am – 5:00 pm    05/19 – 05/21/15    Bldg. 11    JONES/RIVERA

### MEDIA RELATIONS

TWTH    8:00 am – 5:00 pm    05/26 – 05/28/15    Bldg. 11    BLUM

## FIELD SOBRIETY

MWTH 8:00 am - 5:00 pm 06/01 - 06/04/15 Bldg. 11 BARNES  
T 1:00 pm - 10:00 pm

## FIELD TRAINING OFFICER

M-F 8:00 am - 5:00 pm 06/01 - 06/05/15 Bldg. 11 BARNES



## DIVERSION CRIME INVESTIGATIONS

T & W 8:00 am - 5:00 pm 06/09 - 06/10/15 Bldg. 11 BREWINGTON

## SUPERVISION & MANAGEMENT OF INFORMANTS

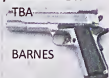
T 8:00 am - 5:00 pm 06/16/15 Bldg. 11 GRIMES

## USE OF FORCE/WEAPON RETENTION/DISARMING TECHNIQUES/SIMULATOR

T 8:00 am - 12:00 pm 06/16/15 AVIATION TBA

## REPORT WRITING

W 8:00 am - 5:00 pm 06/24/15 Bldg. 11 BARNES



## JOINT PUBLIC SAFETY RESPONSE TO ACTIVE SHOOTER EVENTS

T 8:00 am - 5:00 pm 07/14/15 WDC, Rm 1848 CLUMPNER

## FUNDAMENTALS OF TESTIFYING IN COURT

T & W 8:00 am - 5:00 pm 08/11 - 08/12/15 Bldg. 11 BERK/STIEBER

## RAPID DEPLOYMENT

T	8:00 am - 5:00 pm	08/04/15	TOWNSEND MIDDLE
W	8:00 am - 5:00 pm	08/05/15	ST. PAULS MIDDLE
TH	8:00 am - 5:00 pm	08/06/15	REX-RENNERT ELEMENTARY
F	8:00 am - 5:00 pm	08/07/15	CARROLL MIDDLE
T	8:00 am - 5:00 pm	08/11/15	LITTLEFIELD MIDDLE
W	8:00 am - 5:00 pm	08/12/15	PEMBROKE MIDDLE
TH	8:00 am - 5:00 pm	08/13/15	GREEN GROVE ELEMENTARY



## TELECOMMUNICATION TRAINING

### MISSING AND ABDUCTED CHILDREN

T	9:00 am - 11:00 am	08/11/15	LUMBERTON EOC	FRENCH
T	9:00 am - 11:00 am	08/11/15	ROBESON EOC	LOCKLEAR



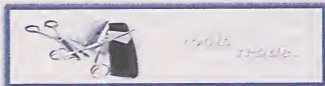
## HAIR AND NAILS

### 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.

M TW 5:00 pm - 8:30 pm 05/11 - 08/19/15 Bldg. 3, Rm 306 CHAVIS



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.

- REQUIREMENTS:**
- HS Diploma or GED (official transcript required)
  - 8<sup>th</sup> grade reading level on the TABE test
  - Participate in an interview by the Barbering Committee at RCC.
  - Potential students will be required to furnish a certified copy of their criminal history.



**Enrollment is limited—call now!!**

Call the barbering instructor, Mr. Michael Cheek, at 910-522-1426 for information or email him at [mcheek@robeson.edu](mailto:mcheek@robeson.edu).

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

RCC is developing an evening barbering program to begin spring/summer semester 2015. If you are interested please call the barbering instructor, Mr. Michael Cheek, at 910-522-1426 for information or email him at [mcheek@robeson.edu](mailto:mcheek@robeson.edu). **ENROLLMENT IS LIMITED!!!**

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

**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	04/01 -06/30/15	207 SOUTH MAIN ST	KISSEIH
M, T & TH	6:00 pm - 9:00 pm	04/01 -06/30/15	207 SOUTH MAIN ST	PAWLOSKI



**ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	04/01 -06/30/15	207 SOUTH MAIN ST	KISSEIH
M, T & TH	6:00 pm - 9:00 pm	04/01 -06/30/15	207 SOUTH MAIN ST	PAWLOSKI

**ADULT BASIC EDUCATION TRANSITIONS**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	04/01 -06/30/15	207 SOUTH MAIN ST	MAULTSBY

**CLASS**  
*of*  
**2015**

**LUMBERTON, NC**

**ADULT BASIC EDUCATION**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	04/01 -06/30/15	RCC ROOM 925	T. CHAVIS
M - TH	8:00 am - 1:30 pm	04/01 -06/30/15	S. L'TON WEED&SEED	HALL
M - TH	8:00 am - 3:30 pm	04/01 -06/30/15	RCC ROOM 924	WATKINS
M - TH	7:45 am - 1:15 pm	04/01 -06/30/15	WEAVER'S COURT	SMALLWOOD
M, T & TH	6:00 pm - 9:00 pm	04/02 -06/30/15	RCC ROOM 924	TURNER
M, T & TH	6:00 pm - 9:00 pm	04/02 -06/30/15	RCC ROOM 925	LEWIS
M, T & TH	6:00 pm - 9:00 pm	04/02 -06/30/15	RCC ROOM 902	ANTWI
M, T & TH	6:00 pm - 9:00 pm	04/02 -06/30/15	RCC ROOM 903	THOMPSON
M - TH	8:30 am - 2:00 pm	04/01 -06/30/15	OFFENDERS RES. CTR.	POWELL
M - TH	8:15 am - 1:45 pm	04/01 -06/30/15	119 W4TH STREET	SANDERSON
M - TH	8:30 am - 2:00 pm	04/01 -06/30/15	RC JOB LINK	TINLING

**ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	10:45 am - 3:30 pm	04/01 -06/30/15	RCC ROOM 903	KERNS
M - TH	8:00 am - 3:30 pm	04/01 -06/30/15	RCC ROOM 902	REED
M - TH	8:00 am - 1:30 pm	04/01 -06/30/15	S. L'TON WEED&SEED	HALL
M - TH	7:45 am - 1:45 pm	04/01 -06/30/15	WEAVER'S COURT	SMALLWOOD
M - TH	8:30 am - 2:00 pm	04/01 -06/30/15	OFFENDERS RES. CTR.	POWELL
M - TH	8:15 am - 1:45 pm	04/01 -06/30/15	119 W 4TH STREET	SANDERSON
M, T & TH	6:00 pm - 9:00 pm	04/02 -06/30/15	RCC ROOM 902	ANTWI
M, T & TH	6:00 pm - 9:00 pm	04/02 -06/30/15	RCC ROOM 903	THOMPSON
M - TH	8:30 am - 2:00 pm	04/02 -06/30/15	RC JOB LINK	TINLING

**ADULT BASIC EDUCATION TRANSITIONS**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	04/01 -06/30/15	RCC ROOM 1236	MCCORMICK
M - TH	8:00 am - 3:30 pm	04/01 -06/30/15	RCC ROOM 1217	LOCKLEAR
M - TH	8:30 am - 3:00 pm	04/01 -06/30/15	SHELTERED WORKSHOP	BROCKINGTON



## ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 3:30 pm	04/01 -06/30/15	RCC ROOM 1223	RODRIGUEZ
M, T & TH	6:00 pm-9:00 pm	04/02 -06/30/15	RCC ROOM 1209	TBA
M, T & TH	6:00 pm-9:00 pm	04/02 -06/30/15	RCC ROOM 1223	NOBLES
M, T & TH	6:00 pm-9:00 pm	04/02 -06/30/15	RCC ROOM 1236	MCCORMICK
M, T & TH	6:00 pm-9:00 pm	04/02 -06/30/15	RCC ROOM 1217	FRANCO

## FAMILY LITERACY PROGRAM

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	7:45 am - 1:15 pm	04/01 -06/30/15	WEAVER'S COURT	SMALLWOOD



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	04/01 -06/30/15	RED HILL HOUSING COMM BLDG.	SMITH

### ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:30 am - 2:00 pm	04/01 -06/30/15	RED HILL HOUSING COMM BLDG.	SMITH

### ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 1:30 pm	04/01 -06/30/15	MAXTON LEARNING CTR.	LITTLE

### FAMILY LITERACY PROGRAM

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:30 am - 2:00 pm	04/01 -06/30/15	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	04/02 -06/30/15	PARKTON TOWN HALL	MITCHELL

**ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	6:00 pm - 9:00 pm	04/02 -06/30/15	PARKTON TOWN HALL	MITCHELL

**CLASS OF  
2015**

**CONGRATS  
Graduate  
2015**

**PEMBROKE, NC****ADULT BASIC EDUCATION**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	04/01 -06/30/15	COMTECH	ROBERSON
M - TH	8:15 am-1:45 pm	04/01 -06/30/15	COMTECH	GADDY
M - TH	8:15 am-1:45 pm	04/01 -06/30/15	COMTECH	LOWERY
M, T & TH	6:00 pm - 9:00 pm	04/02 -06/30/15	COMTECH	MAYNOR

**ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	04/01 -06/30/15	COMTECH	ROBERSON
M - TH	8:15 am-1:45 pm	04/01 -06/30/15	COMTECH	GADDY
M - TH	8:15 am-1:45 pm	04/01 -06/30/15	COMTECH	LOWERY
M, T & TH	6:00 pm - 9:00 pm	04/02 -06/30/15	COMTECH	GODWIN

**ADULT BASIC EDUCATION TRANSITIONS**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	04/01 -06/30/15	COMTECH	BROWN
M - TH	8:15 am-1:45 pm	04/01 -06/30/15	COMTECH	HUNT

**FAMILY LITERACY PROGRAM**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am-1:45 pm	04/01 -06/30/15	COMTECH	ROBERSON

**RED SPRINGS, NC****ADULT BASIC EDUCATION**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	04/01 -06/30/15	STEP BLDG	JACOBS
M, T & TH	6:00 pm - 9:00 pm	04/02 -06/30/15	STEP BLDG	GALES

**ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:15 am - 1:45 pm	04/01 -06/30/15	STEP BLDG	JACOBS
M, T & TH	6:00 pm - 9:00 pm	04/02 -06/30/15	STEP BLDG	MCMILLIAN

**ADULT BASIC EDUCATION TRANSITIONS**

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M - TH	8:00 am - 1:30 pm	04/01 -06/30/15	SHINING STAR MASONIC LODGE	WILLIAMS

## ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M-TH	8:15 am - 1:45 pm	04/01 -06/30/15	STEP BLDG	JACOBS

## ROWLAND, NC



## ADULT BASIC EDUCATION TRANSITIONS

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
T&W	8:30 am - 3:15 pm	04/02 -06/30/15	CULTURAL ARTS CTR	CHAVIS
TH	8:00 am - 3:00 pm			

## ST. PAULS, NC



## ADULT BASIC EDUCATION

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	5:00 pm - 8:00 pm	04/02 -06/30/15	MIDDLE SCHOOL AUDITORIUM	BREWER

## ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
M, T & TH	5:00 pm - 8:00 pm	04/02 -06/30/15	MIDDLE SCHOOL AUDITORIUM	BREWER

## ENGLISH AS A SECOND LANGUAGE/FAMILY LITERACY

DAYS	TIME	DATES	BUILDING	INSTRUCTOR
SAT	9:00 am - NOON	04/04-06/27/15	PRESBYTERIAN CHURCH	MCGREGOR

## GENERAL INFORMATION

### THE COST

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

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

### Rates are subject to change without notice.

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

### TEXTBOOK AND SUPPLY COST

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

## **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**

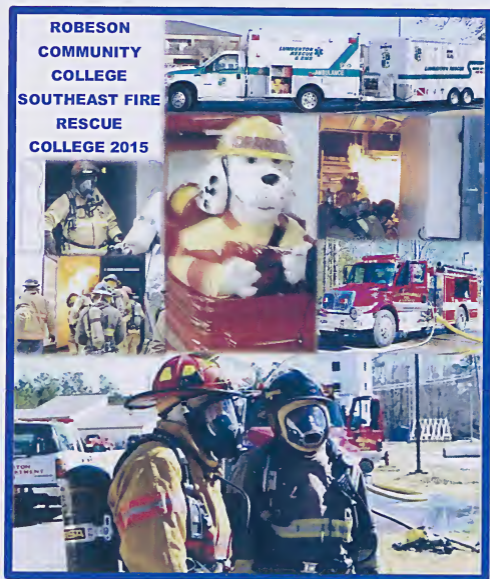
If you're seeking professional enhancement, an opportunity to improve your skills or new ways to enrich your life, Continuing Education Courses can open new paths for opportunity. There are hundreds of ways to explore the adventures of learning with other like-minded people. Credit and non-credit courses 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 25, 2015 AND JULY 3, 2015**

## **SUMMER OPERATING SCHEDULE**

**MONDAY, MAY 18 THROUGH FRIDAY, AUGUST 7  
OPEN 7:30 AM - 5:30 PM MONDAY - THURSDAY  
OPEN 7:30 AM - 11:30 AM FRIDAY**



**AN EQUAL OPPORTUNITY INSTITUTION**

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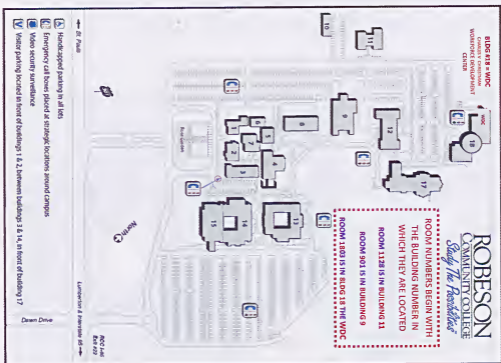
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**\*\*\*\*ECRWSS  
POSTAL CUSTOMER**



**IMPORTANT PHONE NUMBERS**

910-272-3342 ADMISSIONS  
910-272-3352 FINANCIAL AID  
910-272-3341 TRANSCRIPTS  
910-272-3700 SWITCHBOARD  
910-522-1426 COMTECH

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

910-272-3650 LAW ENFORCEMENT AND  
BLET CLASSES

SENY SAFE  
NOTARY  
ELECTRICAL CODE  
910-272-3630 ELECTRICAL CONTRACTORS  
FAST TRACK MAINTENANCE  
WELDING  
FORKLIFT  
NCCER

910-272-3407 PHLEBOTOMY  
EMS & CPR  
ACTIVITY DIRECTOR

WORKERS TESTING  
KEYTRAIN  
JOB READINESS  
CHILD CARE CLASSES  
COMPUTER CLASSES  
BANKING AND REAL ESTATE

910-272-3604 PHARMACY TECH  
MEDICAL TERMINOLOGY  
MEDICAL RECORDS/CODING  
MEDICAL ASSISTING  
MOTORCYCLE CLASSES  
ORB  
ONLINE CLASSES  
POTTERY  
INDEPENDENT AUTO DEALER  
VEHICLE SAFETY INSPECTION

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

STARTING A SMALL BUSINESS  
WRITING A BUSINESS PLAN  
MANAGING A BUSINESS  
NON PROFITS  
910-272-3631 MARKETING YOUR BUSINESS

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