



SPRING 2019

**Workforce Development, Continuing Education,
and College and Career Readiness Class Schedule**



(See Natoria Locklear's story inside)

**START.
ACHIEVE.
BECOME.**

NATORIA LOCKLEAR FINDS SUCCESS

(and so can you)

As part of its on-going commitment to student success, the College and Career Readiness Division of Robeson Community College provides educational and career opportunities for students that will positively impact their lives. Such was the case for Ms. Natoria Locklear.

After reaching her decision to continue her education, Natoria Locklear enrolled in, attended, and completed the High School Equivalency Diploma Program that Robeson Community College offers at the Red Hill Site in Maxton, NC. She accomplished this while being the mother of two children and working at Golden Corral.

Mrs. Loretta Smith, Natoria's instructor at the Red Hill Site says that Natoria is a wonderful example of what determination and commitment will do. Natoria not only graduated with her High School Equivalency Diploma, but went on to enroll in Curriculum classes at Robeson Community College. She is currently pursuing her Licensed Practical Nursing (LPN) Diploma.

Author George Eliot wrote, "It is never too late to be what you might have been." Natoria's story is a great example. If you have goals, dreams, or desires to change your life, completing your education is the key to doing so. Please visit our website www.robeson.edu and click on the Adult Basic Skills tab to find a program to meet your needs. You may also call the College and Career Readiness Division at (910) 272-3607 where **we focus on your success.**

PROJECT SEARCH

In 2014, the College and Career Readiness Division of Robeson Community College was awarded funding from the NC Division of Development Disabilities to implement PROJECT SEARCH at Southeastern Regional Medical Center. PROJECT SEARCH is an innovative workforce development model that provides school-to-work training for young adults with disabilities. The primary objective of PROJECT SEARCH is to secure meaningful, competitive employment for adults with disabilities. Over the past four years, PROJECT SEARCH has produced an impressive record for job preparation and job placement.

If you know someone that would benefit from a program such as this, please visit <https://www.robeson.edu/abet/> or call the College and Career Readiness Division at (910) 272-3607 where **we focus on student success.**



If you know these people,
ask them
what they think about
PROJECT SEARCH!



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

AUTOMOTIVE/CONSTRUCTION/ INDUSTRIAL. Page 02

AUTOMOTIVE, ELECTRICAL 910-272-3604 TRADE SKILLS, WELDING, NCCER 910-272-3630

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WORKKEYS, KEYS 2 JOB SUCCESS, STEPS TO EMPLOYMENT

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ADULT BASIC EDUCATION (ABE)

ADULT HIGH SCHOOL (AHS)

ENGLISH AS A SECOND LANGUAGE (ESL)

HIGH SCHOOL EQUIVALENCY (HSE)

ADULT BASIC EDUCATION TRANSITIONS (ABET)

BASIC SKILLS PLUS

COMMUNITY SERVICES 910-272-3604. Page 13

POTTERY, CAKE DECORATING, MOTORCYCLE TRAINING

COMPUTER CLASSES 910-272-3671 Page 04

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FIRE EDUCATION 910-272-3330. Page 19

HEALTH/MEDICAL EDUCATION CLASSES. Page 15

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

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

NURSING ASSISTANT 910-272-3397

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COST/FEE'S

CERTIFICATES

REFUNDS

IMPORTANT PHONE #'S

HOLIDAYS

REGISTRATION

TITLE IX/DESCRIMINATION

AUTOMOTIVE, CONSTRUCTION, AND INDUSTRIAL

AUTOMOTIVE

MOTOR VEHICLE DEALER INITIAL LICENSE \$70.00

This 12-hour of pre-licensing training is required to become an Independent Automobile Dealer and apply for the Used Motor Vehicle Dealer's License. **Class size is limited. Call (910) 272-3604 for information. Registration and payment is required one week prior to class start date.**

M, T, & TH 6:00 pm - 10:00 pm 02/18 - 02/21/19 WDC, Rm 1802 HAYES

MOTOR VEHICLE DEALER RENEWAL \$70.00

This course meets the 6-hours required of the NC Department of Motor Vehicles for independent car dealers' annual license renewal. **Class size is limited. Call (910) 272-3604 to for information. Registration and payment is required one week prior to class start date.**

W 9:00 am - 4:00 pm 03/20/19 WDC, Rm 1802 HAYES

CONSTRUCTION AND INDUSTRIAL

NCCER CORE CURRICULUM \$180.00

NCCER is an educational foundation created to develop standardized construction curriculum that is portable and industry-recognized. This class consist of safety lecture and skill performance demonstrations. This course is nationally recognized and accepted by the Department of Labor- Office of Apprenticeship as time-based training. **Textbook required. Registration and payment required at first class meeting.** Call 910-272-3630 for information.

T & TH 6:00 pm - 9:00 pm 01/29 - 05/09/19 COMTECH, A050 LOCKLEAR

SMALL ENGINE REPAIR *****NEW***** \$125.00

This course provides students with entry-level skills for employment in the outdoor power equipment industry. Students will participate in hands-on skills training that will enable them to disassemble engines and check for manufacturer's specifications. Upon completion students will be able to explain operating principles of engines, name major parts, understand shop safety, explain combustion chambers, run rack, time injectors and adjust values and governors. **Registration and payment due at the first class.** Call 910-272-3630 for information.

T & TH 6:00 pm – 9:00 pm 01/29 - 03/14/19 COMTECH, AO45 BYRD

T & TH 6:00 pm – 9:00 pm 03/26 - 05/14/19 COMTECH, AO45 BYRD

OSHA 10 HOUR—GENERAL INDUSTRY \$100.00

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

F & SA 8:00 am - 5:00 pm 02/22 - 02/23/19 WDC, Rm 1802 LATS

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 symbol recognition and blueprint reading. **Registration and payment due at the first class.** Call 910-272-3630 for information.

M & W	6:00 pm - 9:30 pm	01/14 - 05/08/19	Bldg. 1, Rm 101	DIAL
T & TH	6:00 pm - 9:30 pm	01/15 - 05/07/19	Bldg. 1, Rm 101	DIAL

BARBERING

CONSIDER A CAREER AS A PROFESSIONAL BARBER!

Would you like to help others look their best?

Do you want to earn an exceptional income?

Do you want to be your own boss?



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

REQUIREMENTS: PRE-REGISTRATION IS REQUIRED!!!!



HS Diploma or GED (official transcript required)

8th grade reading level on the TABE test

Participate in an interview by the Barbering Committee at RCC.

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

Enrollment is limited—call now!!



Call 910-272-3488 to schedule a test date. For additional information call Jennifer Lowery (910) 272-3609 or Debra Brooks (910) 272-3604.



BUSINESS/CUSTOMER SERVICE/COMPUTERS

Learn basic computer skills that can enhance your search for employment and for use on your job. This course will familiarize you with your computer – how it works and your desktop environment. You will sharpen your keyboarding skills, learn how to create an email address, send and receive attachments, and use email effectively in your job search. Remember, most jobs require some use of technology in the workplace. **NO FEE** for individuals meeting eligibility criteria. **For information, call (910) 272-3671.**



M & W 5:30 pm – 8:30 pm 02/19 - 03/07/19 Bldg. 8, Rm 811 ONATE

COMPUTER SKILLS FOR TODAY’S JOB SEEKER \$70

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

M & W 5:30 pm – 8:30 pm 03/19 - 04/30/19 Bldg. 8, Rm 811 ONATE

MICROSOFT DIGITAL LITERACY CERTIFICATION FOR THE WORKPLACE \$70.00

Whether you are new to computing or have some experience, Digital Literacy will help you develop a fundamental understanding of computers. The courses help you learn the essential skills to begin computing with confidence, be more productive at home and at work, stay safe online, use technology to complement your lifestyle, and consider careers where you can put your skills to work. **NO FEE** for individuals meeting eligibility criteria. For more information, call (910) 272-3604 or (910) 272-3671.

T & TH 5:30 pm – 8:30 pm 04/04 - 04/25/19 COMTECH LOWRY

MICROSOFT EXCEL FOR BEGINNERS \$70.00

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. This course is for students who are familiar with Windows.

T 5:30 pm - 8:30 pm 1/22 - 3/12/19 WDC, RM 1804 SWEAT

NOTARY PUBLIC EDUCATION \$70.00

This course covers information necessary for persons wishing to obtain a notary public commission. Course objectives are to acquaint prospective notaries with the rules, regulations, and powers governing a notary public. **A textbook is required for admission to the class. The law requires that you be 18 and able to speak, read, and write English. You must possess a high school diploma or equivalent and reside or have a regular place of work within NC.** Class size is limited. Pre-registration and payment is required one week prior to class start date. Call 910-272-3630 for more information.

F 8:00 am - 5:00 pm 01/25/19 WDC, Rm 1803 BURRIOLA

F 8:00 am - 5:00 pm 03/22/19 WDC, Rm 1803 BURRIOLA

F 8:00 am - 5:00 pm 05/10/19 WDC, Rm 1803 BURRIOLA

INTRODUCTION TO HUMAN SERVICES – PHASE I \$125

This course teaches skills to help you become employed in a Human Services career. Focus will include: entry-level skills required for DSS, basic computer and keyboarding skills, interview and resume skills, NC FAST (DSS software) terminology and navigation, customer service, and WorkKeys.

This course is a pre-requisite for Phase II of this program. NO FEE for individuals meeting eligibility criteria. **For more information, call (910) 272-3671.**

T & TH 5:30 pm - 8:30 pm
WDC, Rm 1805

01/15 - 03/07/19
STRICKLAND

INCOME MAINTENANCE CASEWORKER – PHASE II \$125

This course covers a variety of skills associated with the Income Maintenance Caseworker position at DSS which determines service eligibility for DSS clients. Specific focus will include proficiency in the utilization of the NCFast application. Other topics will include skills in communicating with clients, interviewing clients, time management, gathering and compiling data, and data analysis. **Introduction to Human Services – Phase I is a pre-requisite for this class. Space is limited! For information, call (910) 272-3671.**

T & TH 5:30 pm - 8:30 pm
WDC, Rm 1805

03/12 - 05/07/19
STRICKLAND

CAREER EXPLORATION

CAREER EXPLORATION: WHAT ARE MY OPTIONS?

\$70.00

Attend this class to discover which career pathway is the right one for you! Self-Assessments and career exploration tools will be used to match your interests with a career. Come learn what jobs are available in our area, the skills needed for the jobs, and the training available to assist you in finding a job. **NO FEE** for individuals meeting eligibility criteria. Space is limited! For information call (910) 272-3671.



M & W 8:00 am – 2:30 pm 01/14 – 01/28/19 Bldg 8, Rm 811 ONATE
M & W 5:30 pm – 8:30 pm 01/14 – 02/11/19 Bldg 8, Rm 811 BAXLEY

PATHWAYS TO PROFESSIONAL ADMINISTRATIVE ASSISTANT

\$70.00

In this course, you will learn about the technical skills and professional qualities needed to work 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 records. Resources for additional training and certifications will be shared that can assist you in exceeding expectations from your boss. **NO FEE** for individuals meeting eligibility requirements.

M & W 5:30 pm – 8:30 pm 02/13 – 04/10/19 Bldg. 8, Rm 811 ONATE
EXPLORING CAREERS IN A CLIENT CARE CENTER \$70.00

Have you ever thought about a career in a care (call) center environment? If so, this class is for you. You will be given an overview of many areas in the banking industry, with emphasis placed in a care (call) center. Topics will cover the following: customer service, problem solving, communication, team work, and work ethic. Attending this class will make you more marketable for jobs in the banking industry. Students will be given the opportunity to visit an area banking facility. **NO FEE** for individuals meeting eligibility criteria. Space is limited! For information call (910) 272-3604 or (910) 272-3671.

T & TH 8:00 am – 2:30 pm 01/15 – 02/07/19 WDC, Rm 1803 TBD
T & TH 5:30 pm – 8:30 pm 01/15 – 03/07/19 COMTECH LOWRY

EXPLORING A CAREER AS A HEALTH CARE PROFESSIONAL \$70.00



Thinking of entering the Health Care field? Attend this class to learn information regarding job opportunities and educational requirements for various health care fields. Gain exposure to radiography, respiratory, medical office assistants, nursing, phlebotomy, and emergency services. **NO FEE** required for individuals meeting eligibility requirements. For more information, call 910-272-3604 or 910-272-3671.

Dates and Times to be determined.

CAREER EXPLORATION IN CULINARY ARTS \$70.00

Do you love to cook or wish you could cook? In this course, you will research entry-level positions in culinary field, job duties and responsibility, job opportunities, education requirements and salary range. **NO FEE** for individuals meeting eligibility criteria. For more information, call 910-272-3604 or 910-272-3671. *Dates and Times to be determined.*



EXPLORING A CAREER IN ADVANCED MANUFACTURING \$70.00

Are you mechanically inclined and love seeing how machinery works? This class will explore the different positions available within advance manufacturing, the available jobs, educational requirements, and salary ranges. Explore welding, electrical/electronics, air conditioning, refrigeration and industrial systems. Employers are seeking qualified candidates right now. With the right training, this could be you. **NO FEE** for individuals meeting eligibility criteria. For more information, call 910-272-3671.

Dates and Times to be determined.

EMPLOYABILITY SKILLS

WRITING A WINNING RESUME \$70.00

This one day class will assist you in how to write a clear and concise resume that will showcase your skills and qualifications. You will learn the main sections needed on an up to date resume, as well as how to tailor your resume to the specific job you are applying for. **NO FEE** for those individuals meeting eligibility criteria. For more information, call (910) 272-3604 or (910) 272-3671.

M & W 5:30 pm – 8:30 pm 04/29 – 05/13/19 WDC, Rm 1805 BAXLEY

WORKING SMART \$70.00

Working Smart is a soft-skills program developed by the Charlotte Mecklenburg Workforce Developmental Partners (CMWDP). It is designed to provide job-seekers the

work and life skills that enhance employee productivity. Employers are looking for candidates who have the "soft-skills" that lead to success in the following ways: communication, problem solving skills, time management, accountability, and more. **NO FEE** for those individuals meeting eligibility requirements. For more information, call or (910) 272-3671.

M T W	8:00 am – 4:30 pm	01/28 – 01/30/19	WDC, Rm 1803	BAXLEY
M T W	8:00 am – 4:30 pm	02/11 – 02/13/19	WDC, Rm 1803	BAXLEY
M T W	5:30 pm – 8:30 pm	01/14 – 01/28/19	COMTECH	LOWRY
M T W	5:30 pm – 8:30 pm	02/04 – 02/14/19	COMTECH	LOWRY

INTERVIEWING TIPS FOR JOB SEEKERS **\$70.00**

Interviewing for a new job can be a very frightening, intense experience for even the most experienced job seekers. This one-day class provides tips and activities to help job seekers relax and be successful during a job interview. You will learn methods to prepare before the interview, what to expect during the interview, and what to do after the interview. References and resources for further assistance in securing employment are also provided. **NO FEE** for individuals meeting the eligibility requirement. For more information, call (910) 272-3604 or (910) 272-3671.

TH	8:00 am - 3:30 pm	01/17 – 01/31/19	WDC, Rm 1805	BAXLEY
TH	8:00 am - 3:30 pm	02/07 – 02/21/19	WDC, Rm 1805	BAXLEY
TH	8:00 am - 3:30 pm	03/07 – 03/21/19	WDC, Rm 1805	BAXLEY
TH	8:00 am - 3:30 pm	04/04 – 04/18/19	WDC, Rm 1805	BAXLEY

MOCK INTERVIEWS ****NEW** **NEW**** **\$70.00**



Do you get nervous when it is time to interview? Does your mind go blank when you are asked a question? Robeson Community College's Keys 2 Job Success Lab will now be open on Fridays to assist students with an appreciation of what to expect during a job interview. Local career professionals will be on hand to conduct a "mock interview". Not only will you gain practice using interviewing skills, you will be provided feedback with tips and techniques to assist you in future interviews. **NO FEE** for those individuals meeting eligibility requirements. ***Please call Julie Baxley, Director of Human Resources Development & Workforce Solutions, at (910) 272-3671 to schedule your appointment today!***

PROFESSIONAL PRESENTATIONS FOR GAINING AND MAINTAINING EMPLOYMENT **\$70.00**

This course allows students to prepare and deliver powerful presentations, to increase their chances of finding - and keeping - employment. Students will learn practical tips and techniques for planning key messages, structuring their delivery, and creating an interesting and effective presentation. This is a highly practical course in which students will create presentations using a variety of visual aids and tools for delivery. **NO FEE** for individuals meeting eligibility criteria. Space is limited! For information call (910) 272-3604 or (910) 272-3671.

F	8:00 am – 2:30 pm	02/08/19	WDC, Rm 1805	BAXLEY
F	8:00 am – 2:30 pm	03/08/19	WDC, Rm 1805	BAXLEY
F	8:00 am – 2:30 pm	04/05/19	WDC, Rm 1805	BAXLEY

STEPS TO EMPLOYMENT: EMPLOYABILITY SKILLS **\$70.00**

Many employers in Robeson County are giving preference to those individuals who have completed this training. Topics covered in this training will 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. **NO FEE** for individuals meeting eligibility criteria. **For information, call (910) 272-3671.**



MTW	8:00 am - 3:30 pm	01/21 – 01/23/19	WDC, Rm 1803
MTW	8:00 am - 3:30 pm	02/04 – 02/06/19	WDC, Rm 1803
MTW	8:00 am - 3:30 pm	02/18 – 02/20/19	WDC, Rm 1803
MTW	8:00 am - 3:30 pm	03/04 – 03/06/19	WDC, Rm 1803
MTW	8:00 am - 3:30 pm	03/18 – 03/20/19	WDC, Rm 1803
MTW	8:00 am - 3:30 pm	04/01 – 04/03/19	WDC, Rm 1803
MTW	8:00 am - 3:30 pm	04/15 – 04/15/19	WDC, Rm 1803
MTW	8:00 am - 3:30 pm	04/29 – 05/01/19	WDC, Rm 1803

COLLEGE AND CAREER READINESS

BASIC SKILLS PLUS

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

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

CLASSES ENROLL MONTHLY

CALL (910) 272-3607 FOR ENROLLMENT INFORMATION

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

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

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

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

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

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



CLASSES ENROLL MONTHLY

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

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

FOR INFORMATION ON HIGH SCHOOL EQUIVALENCY TESTING DATES CONTACT LYNN DAVIS AT 910-272-3614.

FAIRMONT, NC

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



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

LUMBERTON, NC

ADULT BASIC EDUCATION

DAYS	TIME	LOCATION	INSTRUCTOR
M - TH	8:00 am - 3:30 pm	RCC	CHAVIS

M, T & TH	6:00 pm - 9:00 pm	RCC	LEWIS/STRICKLAND
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ADULT BASIC EDUCATION, ADULT HIGH SCHOOL, AND HIGH SCHOOL EQUIVALENCY

M - TH	8:00 am - 3:30 pm	RCC	ROBERSON/CHAVIS
T - W	8:00 am - 3:30 pm	119 W 4TH STREET	SANDERSON
TH	8:00 am - 2:30 pm		
T - W	8:00 am - 3:30 pm	WEED & SEED	HALL
TH	8:00 am - 2:30 pm		
M, T & TH	6:00 pm - 9:00 pm	RCC	ANTWI/THOMPSON

ADULT BASIC EDUCATION TRANSITIONS

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

ENGLISH AS A SECOND LANGUAGE

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



MAXTON, NC

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

DAYS	TIME	LOCATION	INSTRUCTOR
T - W	8:00 am - 3:15 pm	RED HILL HOUSING COMM BLDG.	SMITH
TH	8:00 am - 3:00 pm		

ADULT BASIC EDUCATION TRANSITIONS

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



PEMBROKE, NC

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

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

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

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

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

RED SPRINGS, NC

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



DAYS	TIME	LOCATION	INSTRUCTOR
M - TH	8:30 am - 2:00 pm	AMERICAN LEGION BUILDING	JACOBS
M, T & TH	6:00 pm - 9:00 pm	AMERICAN LEGION BUILDING	GALES/LOCKLEAR

ADULT BASIC EDUCATION TRANSITIONS

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

ENGLISH AS A SECOND LANGUAGE

DAYS	TIME	LOCATION	INSTRUCTOR
M – TH	8:15 am - 12:15 pm	AMERICAN LEGION BUILDING	LOVE
M, T & TH	6:00 pm - 9:00 pm	AMERICAN LEGION BUILDING	LOCKLEAR

ROWLAND, NC

ADULT BASIC EDUCATION TRANSITIONS

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

ST. PAULS, NC

ADULT HIGH SCHOOL/HIGH SCHOOL EQUIVALENCY

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



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

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

FINANCE

FROM JOB LOSS TO EMPLOYMENT: HOW TO SURVIVE FINANCIALLY \$70.00

Do you find yourself unemployed and struggling financially due to loss of wages? Come join us as we discuss tips and strategies for surviving job loss.

Gain skills that will allow you to plan, save and spend wisely so you and your family can survive the period of job loss to employment. Learn how to avoid credit trouble, save money on purchases, and come find out about local resources that can help during this time. Course content includes developing personal financial goals and a personal spending plan to save and plan for future financial needs, understanding your credit report, and laws that protect your finances. Also basic job search methods will be covered. **NO FEE** for individuals meeting eligibility criteria.

For more information, call (910) 272-3671.

T & TH 5:30 pm – 9:30 pm 04/30 – 05/14/19 COMTECH LOWRY



PERSONAL FINANCE TIPS

\$70.00

Take control of your finances using the techniques taught in this class. Gain skills that will allow you to plan, save, and spend wisely so you and your family will enjoy a better way of life. Learn how to avoid credit trouble, save money on purchases, buy a desirable home or automobile. Course content includes developing personal financial goals and a personal spending plan to save and plan for future financial needs, the benefits of banking, understanding your credit report, and laws that protect your finances. Representatives from BB&T will be part of the class to provide information on Banking Basics. **NO FEE** for individuals meeting eligibility criteria. For more information, call (910) 272-3671.



M & W 5:30 pm – 8:30 pm 01/14/19 – 02/11/19 Bldg. 8, Rm 811 TBD

MAKING ENDS MEET ON MINIMUM WAGE

\$70.00

Come and listen to tips and techniques on how to save money while earning minimum wages. Topics of discussion will be budgeting, checking, savings, and ways to use cost saving methods to make ends meet. Special guest speakers attend this training to give real life tips and cost saving methods.

T & TH 5:30 pm – 8:30 pm 02/19 – 3/14/19 WDC, Rm 1803 TBD

WORKKEYS/CAREER READINESS CERTIFICATION

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

The National Career Readiness Certification (NCRC) certifies that job seekers have the core employability skills required across multiple industries and occupations. 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 **WORKKEYS ASSESSMENTS** that make up the NCRC are Applied Mathematics, Workplace Documents, and Workplace Graphic Literacy. Certificates are awarded on four levels: Bronze, Silver, Gold, and Platinum.

WORKKEYS ASSESSMENTS

WorkKeys is a job skills assessment system measuring “real world” skills that employers believe are critical to job success. 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. 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 272-3671.** **Assessment fees are \$13.00 per test, with the exception of Applied Technology. The Applied Technology assessment is \$15.00.** Please bring correct change. **HELP IMPROVE YOUR TEST SCORES BY VISITING OUR KEYS 2 JOB SUCCESS LAB LISTED BELOW.**

KEYS 2 JOB SUCCESS LAB

This employability lab is **YOUR** next level in career readiness preparation. Students are provided assistance with practice tests for the WorkKeys Assessment, soft skills, financial literacy, career exploration, interviewing, resume writing, interest surveys, and job search. It's a powerful way to build self-esteem, obtain real credentials, and be set up for success. **This class is multi-entry and multi-exit so you may enter and exit at any time. Also, you do not have to be in the class for the entire day. You stay only for the amount of time that fits your schedule.** **NO FEE** for individuals meeting eligibility criteria. **For information, call (910) 272-3604 or (910) 272-3671.**

M-TH	8:00 am - 2:30 pm	01/07 – 05/08/19	WDC, Rm 1805	STEWART
M-TH	8:00 am - 2:30 pm	05/08 – 08/07/19	WDC, Rm 1805	STEWART

COMMUNITY SERVICES

CARRY CONCEALED WEAPON COURSE

The **North Carolina Carry Concealed Weapon Course** will provide a working knowledge of North Carolina law as it pertains to the Use of Deadly Force. This course will teach the skills necessary to protect yourself and others when faced with a violent encounter. Students will be taught the fundamentals of gun operations, gun safety, ammunition and shooting techniques. Proficiency with the weapon of your choice from the 3, 5 and 7-yard line is expected. This course is taught at our newly reconditioned state of the art firearms facility which utilizes a real time situational awareness moving target system. To allow more one on one personalized instruction and to maintain safety, a low student to instructor ratio will be maintained. Eye and ear protection will be provided by the college.

Instructor information: The class will be taught by active North Carolina State Certified Law Enforcement Officers that currently hold a Specialized Firearms Instructor Certification and are also certified as Carry Concealed Handgun Course Instructors.

Requirements: Students must be at least 21 years old and have a state approved photo ID or military ID **Your handgun & a box (50 rounds) of ammunition are required.**

Classes are offered on Saturday as follows: **Cost: \$50.00**

8 am - 7 pm (10 hours with a one-hour lunch)

**Robeson Community College Emergency Services Training Grounds
676 S. Roberts Avenue, Lumberton, NC 28358**

January 26 February 23 March 30 April 27 May 18 June 29

Registration: Pre-registration is required for this class.

Contact Melba Hester at 910-272-3651 or email mhester@robeson.edu

THIS CLASS IS SELF-SUPPORTING. ALL STUDENTS ARE REQUIRED TO PAY TUITION

PC

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THIS CLASS IS SELF-SUPPORTING. ALL STUDENTS ARE REQUIRED TO PAY TUITION



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

T 6:30 pm - 10:00 pm 01/15 – 03/19/19 Bldg 14, Rm 1465A GABLE

PAINTING CLASS

\$70.00

THIS CLASS IS SELF-SUPPORTING. ALL STUDENTS ARE REQUIRED TO PAY TUITION

This class introduces basic methods and techniques using water-soluble oil paints. Color principles and other aspects of the language of art will be introduced. Content and individual expression will be encouraged. Beginners and experienced painters are welcome and must bring their own supplies and materials.

T 9:00 am – NOON 1/15 - 2/26/19 Bldg. 14, Rm 1465A MCGUGAN

**MOTORCYCLE SAFETY --- BASIC RIDER COURSE (BRC)
NEW CURRICULUM TRAINING**

\$160.00

THIS CLASS IS SELF-SUPPORTING. ALL STUDENTS ARE REQUIRED TO PAY TUITION

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



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

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

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

F	5:30 PM – 09:30 PM	03/15/19	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	03/16/19	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	03/17/19	RCC, Room 1804	Waltz

F	5:30 PM – 09:30 PM	03/22/19	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	03/23/19	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	03/24/19	RCC, Room 1804	Waltz
F	5:30 PM – 09:30 PM	04/05/19	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	04/06/19	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	04/07/19	RCC, Room 1804	Waltz
F	5:30 PM – 09:30 PM	04/12/19	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	04/13/19	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	04/14/19	RCC, Room 1804	Waltz
F	5:30 PM – 09:30 PM	04/26/19	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	04/27/19	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	04/28/19	RCC, Room 1804	Waltz
F	5:30 PM – 09:30 PM	05/17/19	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	05/18/19	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	05/19/19	RCC, Room 1804	Waltz
F	5:30 PM – 09:30 PM	05/31/19	RCC, Room 1804	Waltz
SA	8:00 AM – 5:00 PM	06/01/19	RCC, Room 1804	Waltz
SU	8:00 AM – 5:00 PM	06/02/19	RCC, Room 1804	Waltz



PHARMACY PROGRAM

HEALTHCARE MEDICAL EDUCATION CLASSES

TECHNICIAN

****NEW****

\$180

The pharmacy technician program at Robeson Community College provides the technical and practical training to allow the graduate to work as an assistant to a licensed pharmacist in both retail and hospital settings. The course also prepares the student to take the National Pharmacy Technician Certification Exam given by the Pharmacy Technician Certification Board.



The course is designed to provide instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include:

This course is designed to provide instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include:

- Drug packaging and labeling
- Hospital dispensing procedures
- Inventory control
- Out-patient dispensing
- Controlled substance procedures
- Non-sterile compounding

Upon completion, you should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. To register call 910-272-3407 or email

bsampson@robeson.edu

T & TH 6:00 pm - 10:00 pm 01/08 - 06/11/19 Bldg. 17, Rm 1729A MOORE, PHARMD

T & TH 6:00 pm - 10:00 pm 07/09 - 12/12/19 Bldg. 17, Rm 1729A MOORE, PHARMD

MEDICAL OFFICE ASSISTING PROGRAM

\$180.00

CLASS ALLOWS YOU TO TAKE THE NATIONAL CERTIFICATION EXAM

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

Office Accounting
Medical Coding

Customer Service
Collection Process

Electronic Health Records
Health Insurance Billing

Governmental policies and procedures play a vital role in efficiently managing medical offices, so students will learn regulations in the areas of OSHA, 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 \$90 to sit for the certification exam (students must pre-register online two weeks before certification exam. **Registration and payment is required one week prior to class start date.** Call (910) 272-3604 for information.

MWF 8:30 am - 2:30 pm 01/23/19 – 05/10/19 WDC, Rm 1804 ANDREWS

HEALTH INSURANCE CLAIM FORM			
APPROVED BY NATIONAL UNIFORM CLAIM COMMITTEE 1985			
1. TYPE			
<input type="checkbox"/> MEDICARE	<input type="checkbox"/> MEDICAID	<input type="checkbox"/> DISABLED	<input type="checkbox"/> CHAMPVA
<input type="checkbox"/> Medicare #	<input type="checkbox"/> Medicaid #	<input type="checkbox"/> Disability #	<input type="checkbox"/> Member ID
2. PATIENT'S NAME (Last Name, First Name, Middle Initial)			
3. PATIENT'S ADDRESS (No. Street)			
CITY			STATE
ZIP CODE TELEPHONE (Include Area Code)			
4. OTHER INSURER'S NAME (Last Name, First Name, Middle Initial)			
5. OTHER INSURER'S POLICY OR GROUP NUMBER			

MEDICAL CODING ICD-10 PARTS I AND II

\$180.00

This course introduces you to the world of medical coding. Learn the basics of procedural and diagnostic coding. Participants receive an overview of the Health Insurance Portability and Accountability Act (HIPAA). **Registration and payment is required one week prior to class start date.** Call (910) 272-3604 for information.

T & TH 8:30 am - 1:00 pm 01/22/19 - 05/09/19 WDC, Rm 1804 ANDREWS

PHLEBOTOMY

\$180.00



This course is required to work in the hospital or doctor's office drawing blood. Students must score a 12th grade reading level on a test given on campus. The test is given Monday, Tuesday, and Wednesday at 8:00 am, 10:15 am, 4:00 pm, and 6:15 pm in building 14 room 1427A. There is an additional fee of \$140 for the class which covers the supply fee, malpractice fee, etc. **REQUIREMENTS:** current

TB skin test, Hepatitis B vaccinations, flu shot, criminal record check, and drug test. **For information call 910-272-3407 or 910-272-3316. Pre-register at www.robeson.edu/ems**

M & W 6:00 pm - 10:00 pm 04/01 – 10/24/19 Bldg. 17, Rm 1749B SAMPSON

****NEW* HYBRID 05/04 – 07/14/19 SA & SU 8:30 - 3:30 Bldg. 17, Rm 1749B**

—This class will begin in the classroom on 5/4 with additional classroom dates of 05/05, 06/01, 06/02, 7/13 & 7/14 other instruction will be online with clinicals to be scheduled.

ACTIVITY COORDINATOR

\$180.00

This course is required by state guidelines for an individual that wants to be the activity coordinator in a skilled nursing home. **For information call 910-272-3407. Pre-register at www.robeson.edu/ems**

M & W 6:00 pm - 9:00 pm 02/25 - 05/08/19 Bldg 17, Rm 1749B BAZEMORE

CPR

\$40.00

This course meets the requirements for day cares, Nursing Assistant, Nursing and other agencies that require the American Heart Association Healthcare provider CPR card.

Two steps to save a life:



Written and performance testing is required. This class is offered as requested by groups of six or more and can be offered during the day, evening, or weekends. This class may also be offered at your place of business if adequate space is available. The fee for the CPR card is included in the registration fee.

Please call (910) 272-3316 or (910) 272-3407. **Classes are offered on the following dates:**

01/11/19 02/08/19 03/08/19 04/12/19 05/10/19

FIRST AID AND CPR

\$50.00

This course will meet the requirements for day cares, schools, industries, lifeguards, construction, and other agencies that require the American Heart Association Healthcare provider CPR and First Aid. Written and performance testing is required. This class is offered as requested by groups of six or more and can be offered during the day, evening, or on the weekend. This class may also be offered at your place of business if space is available. Please call (910) 272-3316 or (910) 272-3407. **Classes are offered on the following dates:**



01/18/19 02/15/19 03/15/19 04/19/19 05/17/19

EMERGENCY MEDICAL TECHNICIAN (EMT) COURSE DAY & NIGHT **\$180.00



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



NREMT. 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. You may pre-register at www.robeson.edu/ems Please call (910) 272-3407 for more information. ****Public Safety personnel may qualify for a fee waiver.**

T & TH 8:30 am - 3:30 pm 01/15/19 – 05/30/19 Bldg 17, Rm 1752B SALAZAR

T & TH 6:00 pm - 10:00 pm 01/08/19 – 06/27/19 Bldg 17, Rm 1749B CONNOR

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

This is the basic Emergency Medical Technician course which is required to work with most rescue squads and EMS agencies. There will be additional fees of approximately \$195.00 for supplies, manual, etc. Students must score a 12th grade reading level on a free reading comprehension exam given on campus or show proof of English 111 or higher college English course. Students must show picture ID before being allowed to test. Upon successful completion of this course, students will be eligible to sit for the State and National EMT exam. **Pre-registration is required by February 20, 2019.** You may pre-register at www.robeson.edu/ems Please call (910) 272-3407 for more information. ****Public Safety personnel may qualify for a fee waiver.**

ONLINE 02/23/19 – 05/12/19

CLASSROOM—100% attendance is mandatory for the classroom portion.

DATES: 02/23, 02/24, 03/16, 03/17, 04/13, 04/14, 05/11, 05/12

PARAMEDIC

****\$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 Credential and required test scores. Please call (910) 272-3304 or (910) 272-3407. **Public Safety personnel may qualify for a fee waiver. **Pre-registration is required.** You may pre-register at www.robeson.edu/ems **Instructors: Kenny Locklear & Brad Lawson**



There will be two classes taught in conjunction with the respective shifts.

Beginning January 22nd & 23rd, 2019



Class hours 0830-1600 hours



Class days will be alternating

Monday/ Tuesday the First Week

Wednesday/ Thursday the Second Week

This will be a repeating cycle.

The Second class will also follow this repeating cycle but will start on

Wednesday/Thursday the first week Monday/Tuesday the second week and repeat

NURSE AIDE I

\$180.00

This course is a requirement to work in hospitals, nursing homes, home health agencies, or to be admitted to a nursing program. Upon successful completion, students will be able to take the state exam through the North Carolina Nursing Assistant Registry. In addition to the registration fee, there will be additional fees totaling \$28.10 to cover malpractice insurance, student fees, etc. for a total of **\$208.10**. Students must show proof of English 111 or higher English course OR have a 10.0 reading level on the TABE (reading test). The test is free & given on Monday, Tuesday, & Wednesday at 8 AM, 10:15 AM, 4 PM, and 6:15 PM in Bldg. 14, Room 1427A. Students must show picture ID to be allowed to test. You must have passed the reading test to pre-register for this class. **REQUIREMENTS:** current TB skin test, criminal record check, picture ID, and Social Security Card. **PRE-REGISTRATION IS REQUIRED. ACCEPTANCE IS ON A FIRST COME FIRST SERVED BASIS.** For information call 910-272-3397 or 910-272-3395.



MTH	4:00 pm – 8:30 pm	01/17 - 05/13/19	COMTECH	BULLARD
Sat	7:00 am – 3:30 pm			
Pre-registration	TH 9:00 am	01/10/2019	RCC	BLDG 17
WTH	8:30 am – 2:30 pm	02/12 - 04/11/19	COMTECH	WEST
T	7:30 am – 4:00 pm			
Pre-registration	T 9:00 am	02/05/2019	RCC	BLDG 17

NURSE AIDE II

Please Contact Admissions Office at 910-272-3342

FIRE EDUCATION

For more information contact Coordinator Robert Ivey at (910) 272-3329
or Tammy Bozeman at (910) 272-3330

Email rivey@robeson.edu or tbozeman@robeson.edu

CERTIFICATION CLASSES

All classes are designed to meet the requirements of the NC Fire and Rescue Commission for certification. You will be certified in the class subject upon successful completion. The student must have a high school diploma or GED and must be 18 years of age in order to be certified by the State of North Carolina. Classes are registered separately so you may take one or more classes as needed. Students must attend 80% of scheduled class hours to test for certification.

Classes will be held at the Emergency Services Training Center located at 676 S. Roberts Avenue in Lumberton. As classes are scheduled, they will be posted to our website, www.robeson.edu/fireedu. Please call 910-272-3330 to pre-register for these classes. If the class is cancelled or postponed, you will be notified.

TECHNICAL RESCUER

TR RESCUE OPERATIONS

TR FIXED ROPE SYSTEMS

TR LOWERS & RAISES

TR RESCUE EQUIPMENT

TR HORIZONTAL SYSTEMS

TR PERSONAL PROTECTIVE EQUIPMENT

TR ANCHORS & MECHANICAL ADVANTAGE SYSTEMS



TR HELICOPTER TRANSPORT

TR HEALTH & WELLNESS

TR ROPE BASICS

T R VICITM MANAGEMENT

TECHNICAL RESCUER VEHICLE

TR VEHICLE: VICTIM MANAGEMENT

TR VEHICLE: LARGE VEHICLE RESCUE

TR VEHICLE: ANATOMY/NEW TECHNOLOGY

TR VEHICLE: STABILIZATION & EXTRICATION

TR VEHICLE: RESCUE OPERATIONS/VEHICLE RESCUE



FIREFIGHTER

HEALTH & WELLNESS

SAFETY & SURVIVAL

FIRE CONTROL

WATER SUPPLIES

FOAM FIRE STREAMS

FIRE HOSE, STREAMS & APPLIANCES

FIRE & LIFE SAFETY PREPAREDNESS

PERSONAL PROTECTIVE EQUIPMENT

MAYDAY

RESCUE

ROPES

LADDERS

FIRE BEHAVIOR

BUILDING CONSTRUCTION

ORIENTATION & SAFETY

ALARMS & COMMUNICATIONS

EMERGENCY MEDICAL CARE

PORTABLE FIRE EXTINGUISHERS

FORCIBLE ENTRY

SPRINKLERS

VENTILATION

HAZARDOUS MATERIALS

HAZMAT LEVEL I RESPONDER



SMALL BUSINESS CENTER SEMINARS



WAS YOUR BUSINESS AFFECTED BY HURRICANE MATTHEW OR HURRICANE FLORENCE?

DO YOU NEED MONEY FOR YOUR BUSINESS?

DO YOU HAVE A BUSINESS IDEA?

THE SMALL BUSINESS CENTER CAN ASSIST YOU!

If you have been thinking about starting and operating a small business, your first stop should be the Small Business Center of Robeson Community College. The Small Business Center provides training for existing business owners as well as entrepreneurial training for those wishing to “become their own boss.” Training sessions include seminars, workshops, and short-term courses. The Small Business Center typically offers 65-75 FREE training events each year, presented by business owners and professional speakers. Many of these speakers present before Fortune 500 companies and receive thousands of dollars as keynote speakers. The Small Business Center also offers confidential business counseling at no charge to individuals wishing to start a new business and to existing business owners who are seeking to expand. In addition, the Center assists existing businesses in finding solutions to their problems. We can assist you with writing a business plan, preparing your loan application, and direct you towards the best lender depending on your needs and the size of your loan. Special funding presently exists to assist businesses who suffered losses due to of Hurricanes Matthew and Florence. Appointments are scheduled at times convenient to you, the client. To schedule a counseling session, call Bob Moore at 910-272-3631 or email bmoore@robeson.edu. We look forward to assisting you in achieving your goal of successful business ownership.

TO [REGISTER](#) FOR SMALL BUSINESS CENTER SEMINARS ONLINE:

1. GO TO www.robeson.edu
2. MOVE YOUR CURSOR TO THE TAB “BUSINESS AND COMMUNITY”. A NEW MENU WILL APPEAR.
3. MOVE YOUR CURSOR TO THE TAB “SERVICES FOR BUSINESS”. A NEW MENU WILL APPEAR.
4. CLICK ON “SMALL BUSINESS CENTER”
5. CLICK ON “**SBC CLASSES**” ON THE RIGHT SIDE OF THE PAGE.
6. SELECT “REGISTER” FOR THE SEMINAR(S) YOU WOULD LIKE TO ATTEND AND FOLLOW THE INSTRUCTIONS

To [REGISTER](#) for Small Business Center seminars if you cannot access the internet, please call Bob Moore at (910) 272-3631.

All Small Business Center seminars offered this semester are **FREE**.

THE THIRTEENTH ANNUAL ENTREPRENEUR ACADEMY

FREE

(A Certificate will be Awarded)

After twelve successful years, the Small business Center once again offers the Annual Entrepreneurship Academy. Many entrepreneurs want to start a business right away because the idea of being their own boss is a passion that must be released as soon as possible; however, before money is invested or borrowed, there are several business essentials that new business owners need to understand.

The Entrepreneur Academy was created to give you this basic information in just seven short seminars. Information presented during this series includes:

- How to fairly evaluate your business idea
- How to locate sources of funding
- How to start and how to grow your business
- How to properly license your business and select the proper legal structure
- How to keep proper records and pay the correct taxes

You may attend as few or as many seminars as you like; however, to receive a certificate issued by the Small Business Center, you must attend at least six of the seven seminars listed below. Every Entrepreneur Academy has produced multiple new business ventures! Make plans now to attend this exciting and informative series. **All workshops will be held at Robeson Community College in the Workforce Development Center.** These presentations are open to the public and provided **FREE** of charge. **Please register for each seminar you would like to attend by following the instructions on page 20. If you do not have internet access, call 910-272-3631.** Walk-ins are welcome.

HOW TO START A SMALL BUSINESS

F 6:30 pm - 9:00 pm 02/15/19 WDC DENNIS WATTS

HOW TO WRITE A BUSINESS PLAN

SA 8:30 am – 11:30 am 02/16/19 WDC DENNIS WATTS

MARKETING YOUR BUSINESS

SA 12:30 pm - 2:30 pm 02/16/19 WDC DENNIS WATTS

HOW TO FIND YOUR CUSTOMERS

SA 2:45 pm - 3:45 pm 02/16/19 WDC DENNIS WATTS

BASICS OF BOOKKEEPING

SA 8:30 am - 10:00 am 02/23/19 WDC DENNIS WATTS

YOUR SMALL BUSINESS TAXES

SA 10:15 am - 11:45 am 02/23/19 WDC DENNIS WATTS

FINANCING YOUR BUSINESS

SA 12:45 pm - 2:45 pm 02/23/19 WDC DENNIS WATTS

WHO SHOULD ATTEND? Inspiring entrepreneurs, existing business owners, 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 at least six of the seven seminars and you must attend the entire seminar. **LATE ATTENDEES OR ATTENDEES LEAVING EARLY WILL NOT BE ELIGIBLE FOR CERTIFICATION.** The certification will be issued by the Small Business Center.

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

LEAP FOR SMALL BUSINESS COMMUNITY LOAN FUND **NEW FREE**

The City of Lumberton is pleased to announce the launch of LEAP – Lumberton Entrepreneurial Assistance Program. Lumberton will be working in conjunction with Thread Capital, a subsidiary of the NC Rural Center to launch a \$150,000 small business community loan fund. The goal of the partnership is to encourage small business and entrepreneurial growth in the Lumberton Downtown area. LEAP works with individuals who have sound ideas for starting and expanding a small business. This program provides:

- Low interest loans up to \$20,000 for small business start-ups and \$50,000 for existing businesses
- All loans are offered in combination with business planning and technical assistance
- Loans will be reviewed by a local committee and serviced by Thread Capital
- Loans may be used to purchase equipment, inventory, or as working capital
- The loan fund does not compete with banks or other lenders, but rather, it is designed to serve as gap funding or complementary financing for small businesses
- The loan fund will prioritize retail, food, and service businesses in the downtown business district.
- The fund encourages but is not exclusive to applications from low-income, female and minority borrowers

To learn more about this unique loan fund, how to qualify and how to apply, attend this seminar. **Please register for this seminar by following the instructions on page 20.** If you do not have Internet access, call 910-272-3631 to register. Walk-ins are welcome.

T 6:30 pm – 9:00 pm 01/22/19 WDC BOB MOORE

PLANNING, STARTING AND GROWING YOUR BUSINESS **NEW FREE**

In a thriving economy, ANYONE can succeed.....right? Can you make a living by operating a new or existing business? Have Americans quit shopping in brick and mortar stores? How do you successfully compete with franchised or established businesses? What happens when the current “pro-business” administration is replaced? Tim Dannelly, author of *Selling the American Dream*, believes effective planning, execution and marketing are involved in all successful businesses. If you are serious about building your own successful business, attend this seminar and learn how to:

- Plan long
- Think and function like a big business
- Impact your market everyday

Now is a great time to start and grow a business! Tim Dannelly believes your new business CAN succeed and thrive! Reserve your seat now and get the greatest return from your business. Please register for this seminar by following the instructions on page 20. If you do not have Internet access, call 910-272-3631 to register. Walk-ins are welcome as space allows.

M 6:30 pm – 9:00 pm 02/04/19 WDC TIM DANNELLY

GETTING YOUR BUSINESS ON FACEBOOK FREE



Facebook is still one of the giants in social media marketing. This seminar takes a simple “hands-on” approach to creating a Facebook business page account. It will also reveal some of the basic tips and tricks for marketing your business using this platform. (Having a Facebook personal profile previously created is recommended but not required). **Please register for this seminar by following the instructions on page 20.** Walk-ins are welcome.

W 6:30 pm – 9:00 pm 02/13/19 WDC TODD LYDEN

BUYING AND SELLING ONLINE USING ONLY YOUR **NEW FREE**

CELLPHONE (SMARTPHONE) OR TABLET (FREE)

Have you ever imagined buying and selling products online but you have no idea where to start? This seminar will introduce a very simple platform that will enable you to start your own online business by using only your smartphone or tablet! During this seminar, you will learn:

- How to create an e-commerce account using a mobile selling app
- The steps to taking quality pictures of your item/product.
Appearances matter! Learn how to make your items look like “A million bucks” to buyers.
- How to create proper titles and descriptions for your items
- How to decide which shipping method to use and the cost
- How to pack and ship the items you sell
- How to increase your online sales

Start making money online now! **Requirements: Bring your Smartphone (Android or iPhone) or your Tablet. Please register for this seminar by following the instructions on page 20.** Walk-ins are welcome as space allows.

T 6:30 pm – 9:00 pm 02/05/19 WDC CHRIS ONATE

TRAITS OF SUCCESSFUL BUSINESS OWNERS

FREE

Tim Dannelly, seasoned manager and author, believes SUCCESS is best defined as “daily moving toward your goals.” Are you moving towards personal success or are you simply “limping along.” Business owners quickly come to realize the importance of teambuilding, motivating followers and leadership by example. All the while, one must achieve company goals and objectives or close the doors. Tim believes SUCCESS is available to you right now! Join him and learn some of the fundamental habits business owners cultivate to become *extremely successful* and *inspire followers* to commit to great achievements. During this seminar, topics will include:

- Steps in getting employees committed to company goals
- How to keep communication open
- How to build a winning attitude
- How to criticize effectively
- Why happiness is so important to the company mission

Become one of the strong business owners who keep America great! Reserve your seat now and get the greatest return from your business. **Please register for this seminar by following the instructions on page 20.** If you do not have Internet access, call 910-272-3631 to register. Walk-ins are welcome as space allows.

M 6:30 pm – 9:00 pm 02/11/19 WDC TIM DANNELLY

INTRODUCTION TO QUICKBOOKS

****NEW****

FREE

This seminar is an introduction to QuickBooks for small business owners and individuals using QuickBooks in a small business. Its main objective is to introduce the basic features in QuickBooks and an opportunity for “hands-on” practice. During this seminar, you will learn about the types of information you need to track in your business and you will see how to enter that information and track it in QuickBooks. Learn what QuickBooks offers, the most common tasks, and where to find information about more advanced features. Possessing basic computer skills is a requirement for attending this seminar. **Please register for this seminar by following the instructions on page 20. You must register online to attend this seminar. Space is extremely limited for this seminar. Attendees will be accepted based on registration order.**

M 6:30 pm – 9:00 pm 05/20/18 (Computer Lab) VALISSA LOWERY

QUICKBOOKS, INTERMEDIATE

****NEW****

FREE

This seminar is for small business owners and individuals using QuickBooks in a small business. This class will expand on the “Introduction To QuickBooks” seminar, covering

more complex transactions that participants might encounter in running their business including: receiving payments and paying bills, managing accounts receivable and accounts payable, reconciling bank and credit card accounts, and how to generate and understand the financial reports (Profit & Loss and Balance Sheet) which small businesses need to monitor and analyze to manage their business and to close the year-end books. Possessing basic computer skills is a requirement for attending this seminar. **Please register for this seminar by following the instructions on page 20.** You must register online to attend this seminar. Space is extremely limited for this seminar. Attendees will be accepted based on registration order.

M 6:30 pm – 9:00 pm 06/03/18 (Computer Lab) VALISSA LOWERY

THE BASICS OF BUYING AND SELLING ON EBAY **NEW FREE**

Did you know that the average household has over 50 unused items worth at least \$3100 according to a Nielsen Survey performed for eBay? Do you have unused items in your home collecting dust that you would like to sell? Have you ever thought of making extra income using eBay? This seminar is for beginners or an individual who has thought about selling on eBay but they have never moved forward due to lack of knowledge or the belief that the process is too difficult. During this seminar, you will learn:

- The requirements to start selling on eBay
- How to accept payments from buyers
- How to determine what items sell well on eBay
- How to determine the value of items and how to price items (live demonstration)
- How to calculate eBay fees and your expected net profit (live demonstration)
- How to take pictures of your items or products
- How to create “eye catching” titles and descriptions to make the listing “stand out”
- How to list an item (live demonstration)
- How to determine whether to list an item in eBay’s Fixed Priced or Auction format
- Different shipping and delivery methods and costs

Selling online can be overwhelming if you are new to e-Commerce and without the proper knowledge, one’s initial experiences can be disastrous. After attending this seminar, you will have the confidence and required knowledge to succeed. Prior experience or knowledge of eBay is not required to attend this seminar as it is designed for beginners.

It is imperative that you possess basic computer and Internet skills. Start making money online now! **Please register for this seminar by following the instructions on page 20.**

Walk-ins are welcome as space allows.

T 6:30 pm – 9:00 pm 02/12/19 WDC CHRIS ONATE

GETTING YOUR BUSINESS LISTING ON GOOGLE **NEW FREE**

If you are in business, you may already have a Google listing that you know nothing about. Take ownership of your online presence with this hands-on workshop and be sure that you are appearing in online local listings! Learn how to submit your site to Google, Yahoo, Bing, and other directories. This seminar will include information on what online listings are, where they come from, and how you can (or cannot) control what is displayed.

Please register for this seminar by following the instructions on on page 20. Walk-ins are welcome as space allows.

M 6:30 pm – 9:00 pm 05/06/19 WDC TODD LYDEN

THE BEST SMALL BUSINESS TO START RIGHT NOW

What would be the best small business for *you* to start right now? Would it be a service business, retail, manufacturing or direct marketing? “The Best Small Business to Start

Right Now,” presented by Mike Collins, can help you answer these questions. This seminar will focus on three areas:

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

If you think, the time is right for you to start a business – you are right! This program will help you get started the right way. The program presenter will be Mike Collins, president of The Perfect Workday Company. Mike is one of the most frequently featured business seminar presenters in the Southeastern United States today. **Please register for this seminar by following the instructions on page 20.** If you do not have internet access, call 910-272-3631 to register. Walk-ins are welcome as space allows.

M 6:30 pm-9:00 pm 02/25/19 WDC MIKE COLLINS

THE GRANT WRITING SERIES

FREE

(A Certificate Will Be Awarded)

Successful non-profit organizations often can find financial assistance by applying for and receiving grants. These three seminars have been especially created for individuals who desire information on how a non-profit organization can qualify to apply for grants, what steps should be taken when applying for a grant, how to complete the grant application, how and where to find grants, and the fundamentals of fundraising. These presentations are free and open to the public.

CERTIFICATE REQUIREMENTS: A certificate issued by the Small Business Center of Robeson Community College will be issued showing attendees have completed six hours of instruction in “THE GRANT WRITING SERIES”. You must attend all three seminars to receive certification.

REGISTRATION: Please register for each seminar you would like to attend by following the instructions on page 20. If you do not have internet access, call 910-272-3631. Walk-ins are welcome as space allows.

GRANT WRITING 101

SA 8:30 am – 10:30 am 03/02/19 SAM GORE WDC

HOW AND WHERE TO FIND GRANTS

SA 10:45 am – 12:45 pm 03/02/19 SAM GORE WDC

FUNDAMENTALS OF FUNDRAISING

SA 1:45 pm – 3:45 pm 03/02/19 SAM GORE WDC

GETTING YOUR BUSINESS LISTING ON GOOGLE

****NEW****

FREE

If you are in business, you may already have a Google listing that you know nothing about. Take ownership of your online presence with this hands-on workshop and be sure that you are appearing in online local listings! Learn how to submit your site to Google, Yahoo, Bing, and other directories. This seminar will include information on what online listings are, where they come from, and how you can (or cannot) control what is displayed. **Please register for this seminar by following the instructions on on page 20.** Walk-ins are welcome as space allows.

M 6:30 pm – 9:00 pm 05/06/19 WDC TODD LYDEN

HOW TO START A NON-PROFIT SERIES

FREE

(A Certificate Will Be Awarded)

Non-profits are one of the fastest growing types of businesses in America today. These three seminars have been especially created for those individuals who desire information

on how non-profits are started. The presenter for this series will be the nonprofit specialist, **Sam Gore**.

CERTIFICATE REQUIREMENTS: A certificate issued by the Small Business Center of Robeson Community College will be issued to attendees who complete six hours of instruction during the "HOW TO START A NON-PROFIT SERIES". You must attend all three seminars to receive certification.

REGISTRATION: Please register for each seminar you would like to attend by following the instructions on page 20. If you do not have internet access, call 910-272-3631. Walk-ins are welcome as space allows.

HOW TO START A NON-PROFIT ORGANIZATION

SA 8:30 am – 10:30 am 03/09/18 SAM GORE WDC

HOW TO COMPLETE THE 501(c)3 PAPERWORK

SA 10:45 am – 12:45 pm 03/09/18 SAM GORE WDC

HOW TO DEVELOP OR RESTORE THE BY-LAWS FOR A NON-PROFIT ORGANIZATION

SA 1:45 pm – 3:45 pm 03/09/18 SAM GORE WDC

SEMINARS TO ASSIST NEW AND EXISTING NON-PROFITS

FREE

(A Certificate Will Be Awarded)

These seminars will assist new and existing non-profits in their development, growth, and sustainability. The presenters for this series will be Todd Lyden and the nonprofit specialist, Sam Gore. A certificate will be awarded for each seminar completed.

REGISTRATION: Please register for each seminar you would like to attend by following the instructions on page 20. If you do not have internet access, call 910-272-3631. Walk-ins are welcome as space allows.

SOCIAL MEDIA MARKETING STRATEGY FOR BUSINESSES

M 6:30 pm - 9:00 pm 03/04/19 WDC

HOW TO DEVELOP A NON-PROFIT BOARD THAT IS ONBOARD

M 6:30 pm - 9:00 pm 03/11/19 WDC

VOLUNTEERS FOR A NON-PROFIT: HOW TO FIND THEM & HOW TO KEEP THEM

M 6:30 pm - 9:00 pm 03/18/19 WDC

PARLIAMENTARY PROCEDURES MADE EASY

M 6:30 pm - 9:00 pm 03/25/19 WDC

HOW TO DEVELOP A STRATEGIC PLAN FOR NON-PROFITS

M 6:30 pm - 9:00 pm 04/08/19 WDC

THE BUSINESS SIDE OF OPERATING A FAITH-BASED ORGANIZATION

M 6:30 pm - 9:00 pm 04/29/19 WDC

SOCIAL MEDIA MARKETING STRATEGY

FREE

During this seminar, you will learn how to promote your small business through the major social media platforms that exist today such as Facebook, Twitter, Google Plus, Pinterest and Instagram. You will also learn how to find and target your customers on these platforms and develop a plan to interact online using various tools and strategies

available. **Please register for this seminar by following the instructions on page 20.** Walk-ins are welcome as space allows.

M **6:30 pm – 8:30 pm** **03/04/19** **WDC** **TODD LYDEN**

PARLIAMENTARY PROCEDURE MADE EASY

FREE

Parliamentary procedure is a term that many believe is limited to government associations; however, corporations, non-profits, 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:

- Parliamentary Procedure-Its Purpose, Use, and General Principles
- 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

This seminar will refer 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, chairperson, 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. **Please register for this seminar by following the instructions on page 20. If you do not have internet access, call 910-272-3631.** Walk-ins are welcome as space allows.

M **6:30 pm – 9:00 pm** **03/25/19** **WDC** **SAM GORE**

THE BUSINESS SIDE OF OPERATING A FAITH BASED ORGANIZATION

FREE

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

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

Please register for this seminar by following the instructions on page 20. If you do not have internet access, call 910-272-3631 to register. Walk-ins are welcome as space allows.

M **6:30 pm – 9:00 pm** **04/29/19** **WDC** **SAM GORE**

MANAGING PEOPLE IN A SMALL BUSINESS

****NEW****

FREE

There is a simple question you should ask yourself if you own a small business and have employees. *Are my employees making money for me or are they costing me money?* Your skills as a manager will determine the answer. Small business owners are trying to manage in the most complex workplace ever. Employees, especially young employees, certainly have not gotten easier to manage. The technological challenges are far greater than they have ever been. Government restrictions are tighter than in any environment

in recent memory. Today's new rules demand better small business managers. Just as in the past, today's small business owners must motivate themselves and others, set priorities, make decisions, communicate clearly and face challenges; however, the best owner/manager must also understand personality styles, operate without clear boundaries due to constant change, deal with a higher stress level than ever before and create new reward systems. "Managing Employees in a Small Business," offers a wide range of practical information that allows small business owners/managers to manage more effectively. During this seminar, you will learn:

- Why too many owners/managers manage from their hearts and not their heads
- How to find good employees
- How to deal with "difficult" employees
- How to "catch people doing things right" and retain good employees
- How to deal with underperforming employees
- How to be a better teacher, which is what great leaders really are
- When it is time to be "The Boss"

"Managing Employees in a Small Business" focuses on ways to make the reality of employees more profitable and less of a cost center. **Please register for this seminar by following the instructions on page 20. If you do not have internet access, call 910-272-3631 to register.** Walk-ins are welcome as space allows.

M 6:30 pm – 9:00 pm 05/13/19 WDC MIKE COLLINS

HP LIFE ONLINE ENTREPRENEURSHIP

****ONLINE****

FREE

(A certificate is issued for each module completed)

HP Learning Initiative for Entrepreneurs (HP Life) is a global program that offers aspiring entrepreneurs and small business owner's valuable business skills. HP LIFE offers participants a path to realizing their business dreams. The NC Small Business Center Network, in partnership with the National Association for Community College Entrepreneurship (NACCE), is pleased to offer this innovative program to NC entrepreneurs and small business owners **FREE OF CHARGE!** This program is self-paced, making it possible for more aspiring entrepreneurs to participate. All you have to do is register to start. **Please register for this program anytime by following the instructions on page 20.**

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

Do you have trouble fitting traditional classroom courses into your busy schedule? Is travel to and from class a problem? Continuing Education online courses are available on a schedule you choose. Courses begin every month and last six weeks. Each course consists of _____ / your lessons 24 _____ access.

ONLINE CLASSES

All you need is a connection to the Internet, e-mail, and for some courses the appropriate software. Prior to starting each course, you will be required to complete an on-line orientation and register for the class in person at the Workforce Development Center. The cost for most classes is \$70.

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

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

Classes begin on the following dates. Be sure to register early.

JANUARY 16

FEBRUARY 13

MARCH 13

APRIL 17

ACCOUNTING

Performing Payroll in QuickBooks
QuickBooks for Contractors

Accounting Fundamentals I & II
QuickBooks

GRANTWRITING AND NON-PROFIT MANAGEMENT

Advanced Grant Proposal Writing
Becoming a Grant Writing Consultant
Writing Effective Grant Proposals
Introduction to Nonprofit Management

Get Grants
A to Z Grant Writing
Marketing Your Nonprofit
Starting a Nonprofit

COMPUTER APPLICATIONS

Intro to Microsoft Word
Microsoft Outlook
Intro to Microsoft Excel
Intro to Microsoft Access

Microsoft Office
Windows
Microsoft PowerPoint
Intro to Microsoft Publisher

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

PC TROUBLESHOOTING, NETWORKING, & SECURITY

Advanced PC Security
Introduction to PC Security
Introduction to PC Troubleshooting

Introduction to Networking
Intermediate Networking
Wireless Networking

WEB PAGE CREATION /WEB GRAPHICS

Introduction to Photoshop
Intermediate Photoshop



Introduction to Microsoft Visio 2007
Creating Web Pages I & II

DIGITAL PHOTOGRAPHY

Discover Digital Photography
Photoshop Elements for the Digital Photographer

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

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

DISCOVER SIGN LANGUAGE (ON-LINE)

\$70.00

Learn to communicate in the language of the deaf community using alphabet and up-to-date signs. In this course, you will acquire body language, facial expression, and

ONLINE LANGUAGE CLASSES

movements for conceptual signs. You will learn to sign phrases and expand to complete sentences.

ONLINE MEDICAL CLASSES

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.

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

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

Classes begin on the following dates. Be sure to register early.

JANUARY 16 FEBRUARY 13 MARCH 13 APRIL 17 For

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

PROFESSIONAL DEVELOPMENT FOR TEACHERS

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

Survival Kit for New Teachers



Praxis I Preparation

ONLINE TEACHER RENEWAL CREDITS

Teaching High School Students

Grammar for ESL

Microsoft PowerPoint the Classroom

Grammar Refresher

Teaching Smarter with SMART Boards



Teaching ESL/EFL Grammar

Solving Classroom Discipline Problems

Teaching Math: Grades 4-6

Integrating Technology in the Classroom

Teaching Science Grades 4-6

Differentiated Instruction in the Classroom

Handling Medical Emergencies

Teaching Students with Learning Disabilities

Creating a Classroom Web Site

Enhancing Language Development in Childhood



Teaching Students with Autism: Strategies for Success

Creating the Inclusive Classroom: Strategies for Success

Singapore Math Strategies: Model Drawing for Grades 1-6

Guided Reading and Writing: Strategies for Maximum Student Achievement

ONLINE BUSINESS RELATED CLASSES

COMMUNICATION

Effective Business Writing

Keys to Effective Communication

Interpersonal Communication

Mastering Public Speaking

SUPERVISION/MANAGEMENT

Fundamentals of Supervision & Management

Build Teams that Work

OTHER

Help for the Helpdesk

Individual Excellence

Manufacturing Fundamentals

Creating a Successful Business Plan

GENERAL INFORMATION

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

1 - 24 Hours \$ 70.00

25 - 50 Hours \$125.00

51+ Hours \$180.00

Rates are subject to change without notice.

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

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

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

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

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

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

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

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

CERTIFICATES

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

REGISTRATION FEE REFUNDS

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

COMPUTER USE AND TECHNOLOGY FEES

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

NON-DISCRIMINATION/TITLE IX

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

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

ROBESON COMMUNITY COLLEGE WILL BE CLOSED FOR THE FOLLOWING HOLIDAYS:

JANUARY 1 JAUNARY 21 APRIL 22 & 23 MAY 27

ROBESON COMMUNITY COLLEGE PHONE NUMBERS

CURRICULUM ADMISSIONS (910) 272-3342

BOOK STORE (910) 272-3520

FINANCIAL AID (910) 272-3352

COSMETOLOGY (910) 272-3420

RECORDS AND REGISTRATION (910) 272-3338

AN EQUAL OPPORTUNITY INSTITUTION

70,000 copies of this schedule were printed at a cost of \$0.13 per copy

**ROBESON COMMUNITY COLLEGE
SOUTHEAST FIRE/RESCUE COLLEGE &
LAW ENFORCEMENT EXPO**

FEBRUARY 7-10, 2019

CALL 910-272-3330 TO PRE-REGISTER—CLASSES FILL QUICKLY

FIREFIGHTER I & II CERTIFICATION

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

TECHNICAL RESCUER CERTIFICATION

TR Horizontal Systems	TR Rescue Operations	TR Lowers & Raises
TR VR Victim Management	TR Victim Management	TR Rope Basics
TR VR Stabilization Extrication	TR Fixed Rope Systems	TR Anchors & MAS
TR Personal Protective Equipment	TR Machinery & Agriculture Rescue	

DRIVER/OPERATOR CERTIFICATION

Emergency Vehicle Driver	Basic Pump Operations
Introduction to Pumps	Pump Maintenance & Testing

HAZMAT CERTIFICATION---- HazMat Level I Responder **NIMS**---- NIMS 300

AERIAL CERTIFICATION

Aerial Maintenance & Testing	Basic Aerial Operations	Introduction to Aerial
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CODE ENFORCEMENT CERTIFICATION----Law & Administration

SPECIALTY CERTIFICATION----****NEW** Land Search Field Team Member**

Chief 101	Chief 101 Refresher	Fire Officer I	Fire Officer II	Rescue Officer
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EMS----Emergency Incident Rehab **NFA**----Initial Fire Investigations for First Responders

NON-CERTIFICATION

Fatal Fire Investigations	Breath of the Dragon	First Due Engine Company
NC Rating Response System	Introduction to Firefighting	
Explosives, Bombs & Booby Traps	Challenges of Safe Driving—Driver Simulator	
NEW Flood Water Emergencies		
NEW Search and Recovery of Submerged Vehicles		
NEW Commercial Fire Operations for Combination and Volunteer Fire Departments		

LAW ENFORCEMENT & FIRST RESPONDER

Arson for Hire ****NEW** Antifa, White Nationalists and Domestic Terrorism**



**BE HERE
FEBRUARY
2019**

CRISIS INTERVENTION TRAINING Friday, May 10, 2019 *NEW* \$70.00

This training will provide the foundations for providing crisis intervention services to a broad spectrum of people in distress, opportunities to learn more about services in our community, and more. Dr. Jeffrey Mitchell Clinical Professor of Emergency, Health Services at the University of Maryland in Baltimore County, Maryland and President Emeritus of the International Critical Incident Stress Foundation will be the instructor for this class. **Public Safety personnel fee waiver available. Call (910) 272-3407 to pre-register.**



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 POSTAL CUSTOMER**

(910) 272-3342 ADMISSIONS	(910) 272-3650 LAW ENFORCEMENT
(910) 272-3352 FINANCIAL AID	(910) 272-3397 NURSING ASSISTANT
(910) 272-3341 TRANSCRIPTS	(910) 272-3609 BARBERING
(910) 272-3420 COSMOTOLOGY	(910) 272-3650 FIRE RESCUE CLASSES
(910) 272-3520 BOOK STORE	

(910) 272-3607
 ADULT HIGH SCHOOL
 HIGH SCHOOL EQUIVALENCY
 FAMILY LITERACY PROGRAM
 ADULT BASIC EDUCATION TRANSITIONS
 ENGLISH AS A SECOND LANGUAGE

(910) 272-3630
 NOTARY
 NCCER
 WELDING
 MAINTENANCE
 FORKLIFT

(910) 272-3407
 EMT, PARAMEDIC
 PHLEBOTOMY
 ACTIVITY DIRECTOR
 CPR, FIRST AID

(910) 272-3604
 WORKKEYS TESTING
 BANKING CLASSES
 MEDICAL TERMINOLOGY
 MEDICAL RECORDS/CODING
 VEHICLE SAFETY INSPECTION
 INDEPENDENT AUTO DEALER
 MOTORCYCLE CLASSES

COMPUTER CLASSES
 JOB READINESS
 PHARMACY TECH
 MEDICAL ASSISTING
 OBD
 ED2GO ONLINE
 POTTERY
 CHILD CARE CLASSES

(910) 272-3631
 STARTING A BUSINESS
 NON PROFITS
 MARKETING A BUSINESS

**IMPORTANT
 NUMBERS**

