

Human Resources Development (HRD) is a dynamic and vital workforce development program that promotes community and economic development by focusing on meeting students' needs and serves as a gateway for proven economic, social, and educational success.

Per North Carolina Administrative Code 02D .0319, individuals enrolling in courses offered through the Human Resources Development (HRD) Program may be granted a waiver of registration fees if individuals meet one of four criteria: are unemployed; have received notification of pending layoff; are working and are eligible for federal earned income tax credit; are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

Chatham County

Career Readiness and Employability Lab

This is a self-paced lab designed to develop employability skills. Students will assess their individual goals, develop a career or educational plan to include job search skills, keyboarding, résumé and cover letter preparation, and training toward the Career Readiness Certificate.

Course #: C-3730

Start • End Date: 08/15/11 • 11/21/11

Day: MW **Time:** 9:00A – 1:00P

Cost: 175.00 **Location Code:** PMC

Building Location: TBD

Instructor: Kathy Siler

Career Readiness for Culinary Arts Occupations

A prerequisite for the culinary arts program. This course is designed to provide employability skills training for unemployed and underemployed adults. Upon successful completion, the student will be prepared to enter entry level food service or other food related business.

Course #: C-3743

Start • End Date: 08/15/11 • 10/10/11

Day: M **Time:** 2:30P – 5:30P

Cost: 65.00 (Fee Waiver Available)

Location Code: PMC

Building Location: Bldg 045 Rm 145

Instructor: Kathy Siler

See Page 31 about HRD fee waiver.

Computer Skills for the Workplace I – Introduction

Enhance self-esteem for getting back into the workforce. Assess fears and skills related to using a computer, develop a basic comfort level of computer skills, and enhance job seeking skills.

Course #: C-3732

Start • End Date: 08/16/11 • 09/27/11

Day: MW **Time:** 1:00P – 4:00P

Cost: 120.00 **Location Code:** SCC

Building Location: Bldg 046 Rm 231

Instructor: Kathy Siler

See Page 31 about HRD fee waiver.

Course #: C-3731

Start • End Date: 08/23/11 • 11/10/11

Day: TTh **Time:** 2:00P – 4:00P

Cost: 120.00 **Location Code:** PMC

Building Location: Bldg 042 Rm 209

Instructor: Marier Shields

See Page 31 about HRD fee waiver.

Course #: C-3734

Start • End Date: 08/23/11 • 10/26/11

Day: TW **Time:** 5:00P – 7:00P

Cost: 120.00 **Location Code:** SCC

Building Location: Bldg 046 Rm 231

Instructor: Laquana Richmond

See Page 31 about HRD fee waiver.

Computer Skills for the Workplace II – Introduction

This course is designed to help the student develop a moderate comfort level of basic computer use skills. It introduces computer terminology, e-mail capability, how to navigate on the Internet for the purpose of doing a job search, contacting employers, and obtaining employment information. Students will learn how to prepare résumés and other application documents and submit them electronically.

Course #: C-3733

Start • End Date: 10/04/11 • 11/15/11

Day: TTh **Time:** 1:00P – 4:00P

Cost: 120.00 **Location Code:** SCC

Building Location: Bldg 046 Rm 231

Instructor: Kathy Siler

See Page 31 about HRD fee waiver.

Effective Job Searching Skills

Need new and creative strategies for employment networking? Why not attend any of these workshops to learn what employers are looking for and how to prepare for a job search (3 hours).

Course #: C-3735

Start • End Date: 08/10/11 • 08/10/11
Day: W **Time:** 9:00A – 12:00P
Cost: 65.00 **Location Code:** SCC
Building Location: Bldg 046 Conf Rm
Instructor: Kathy Siler

Course #: C-3736

Start • End Date: 08/24/11 • 08/24/11
Day: W **Time:** 9:00A – 12:00P
Cost: 65.00 **Location Code:** PMC
Building Location: Bldg 1 Rm TBD
Instructor: Kathy Siler

Course #: C-3737

Start • End Date: 09/14/11 • 09/14/11
Day: W **Time:** 9:00A – 12:00P
Cost: 65.00 **Location Code:** SCC
Building Location: Bldg 046 Conf Rm
Instructor: Kathy Siler

Course #: C-3738

Start • End Date: 09/28/11 • 09/28/11
Day: W **Time:** 9:00A – 12:00P
Cost: 65.00 **Location Code:** PMC
Building Location: Bldg 041 Rm TBD
Instructor: Kathy Siler

Course #: C-3739

Start • End Date: 10/12/11 • 10/12/11
Day: W **Time:** 9:00A – 12:00P
Cost: 65.00 **Location Code:** SCC
Building Location: Bldg 046 Conf Rm
Instructor: Kathy Siler

Course #: C-3740

Start • End Date: 10/26/11 • 10/26/11
Day: W **Time:** 9:00A – 12:00P
Cost: 65.00 **Location Code:** PMC
Building Location: Bldg 041 Rm TBD
Instructor: Kathy Siler

Course #: C-3741

Start • End Date: 11/09/11 • 11/09/11
Day: W **Time:** 9:00A – 12:00P
Cost: 65.00 **Location Code:** SCC
Building Location: Bldg 046 Conf Rm
Instructor: Kathy Siler

Course #: C-3742

Start • End Date: 12/14/11 • 12/14/11
Day: W **Time:** 9:00A – 12:00P
Cost: 65.00 **Location Code:** PMC
Building Location: Bldg 041 Rm TBD
Instructor: Kathy Siler

Harnett County**Career Readiness Lab**

Job seekers, prepare for employment, and the North Carolina Career Readiness (CRC) Certificate.

This is an open entry lab.

Course #: H-3881

Start • End Date: 08/17/11 • 12/12/11
Day: MW **Time:** 1:00P – 4:00P
Cost: 175.00 **Location Code:** HMC
Building Location: Con Ed Rm 229
Instructor: Allan Smith

Computer Skills for Employment I – Session I

Students will develop a moderate comfort level of basic computer use to prepare for job search.

Course #: H-3882

Start • End Date: 08/18/11 • 09/08/11
Day: TWTh **Time:** 9:30A – 1:30P
Cost: 120.00 **Location Code:** HMC
Building Location: Con Ed Rm 229
Instructor: Nicole Brown

Computer Skills for Employment I – Session II

Students will develop a moderate comfort level of basic computer use to prepare for job search.

Course #: H-3883

Start • End Date: 09/15/11 • 11/22/11
Day: TTh **Time:** 5:30P – 7:30P
Cost: 120.00 **Location Code:** HMC
Building Location: Con Ed Rm 229
Instructor: Nicole Brown

Computer & Employability Skills for the Workplace II

For students who have mastered the basics of the computer, this course will introduce students to MS Office computer applications to prepare for the job search, create employment documents, and increase employability skills.

Course #: H-3885

Start • End Date: 09/13/11 • 12/14/11

Day: TWTh **Time:** 9:30A – 12:30P

Cost: 175.00 **Location Code:** HMC

Building Location: Con Ed Rm 229

Instructor: Nicole Brown

Employability Skills Online

This course will focus on personal and professional development in the areas of time management, goal setting, communication skills, conflict resolution, résumé preparation, interview strategies, and much more.

Course #: H-3884

Start • End Date: 09/12/11 • 12/11/11

Day: Online **Online Time:** Online

Online Cost: 175.00 **Location Code:** HMC

Building Location: Con Ed Rm 229

Instructor: Nicole Brown

Registration deadline: 09/03/11

Orientation: 09/09/11 • 1:00P

Job Search Club

This course will assist students with creating résumés, completing job applications, job search strategies, and interview preparation.

Course #: H-3886

Start • End Date: 08/26/11 • 11/18/11

Day: F **Time:** 1:00P – 3:00P

Cost: 65.00 **Location Code:** HMC

Building Location: Con Ed Rm 229

Instructor: Nicole Brown

Career Readiness Certification Test Dates

08/22/11

09/26/11

10/24/11

11/28/11

Classes will be held on Mondays in the Continuing Education Building in Room 228. Held from 8:45A – 2:00P, pre-registration is required at least one week prior to test date. Please call (910) 814-8852 for more information.

Lee County**Career Readiness and Pathways**

This course provides employability skills training for unemployed and underemployed adults. Topics to be covered include: career exploration, job seeking and keeping skills, entry-level skill awareness and development, training strategies including note-taking, test-taking, reducing test anxiety and stress, and preparation for certification or placement tests. Fee waivers available for those who qualify.

Course #: L-3170

Start • End Date: 09/20/11 • 10/20/11

Day: TTh **Time:** 9:00A – 1:00P

Cost: 120.00 **Location Code:** LLC

Building Location: Main Bldg Rm 118

Instructor: Jim Womack

Course #: L-3224

Start • End Date: 12/05/11 • 12/21/11

Day: MWF **Time:** 9:00A – 2:00P

Cost: 65.00 **Location Code:** LLC

Building Location: Main Bldg Rm 118

Instructor: Jim Womack

Career Readiness Lab

Students will prepare employment-related documents, practice typing, prepare résumés, and study for the WorkKeys Assessments to earn the North Carolina Career Readiness Certificate. Interviewing skills will be developed. Job search and retention strategies will be taught. Fee waivers available for those who qualify.

Course #: L-3167

Start • End Date: 08/15/11 • 09/30/11

Day: MWF **Time:** 9:00A – 2:00P

Cost: 175.00 **Location Code:** LLC

Building Location: Main Bldg Rm 118

Instructor: Laurinda Southerland

Course #: L-3168

Start • End Date: 10/03/11 • 11/30/11

Day: MWF **Time:** 9:00A – 2:00P

Cost: 175.00 **Location Code:** LLC

Building Location: Main Bldg Rm 118

Instructor: Laurinda Southerland

Computer Skills for the Workplace

Students who are in transition from one job to another will learn skills to make the students comfortable in using the computer in the workplace. Students will create résumés, cover letters, and thank you letters. The Internet will be used to connect with employers and research labor market information. Fee waivers available for those who qualify.

Course #: 3169
Start • End Date: 08/16/11 • 09/15/11
Day: TTh **Time:** 9:00A – 1:00P
Cost: 120.00 **Location Code:** LLC
Building Location: Main Bldg Rm 118
Instructor: Jim Womack

Course #: 3171
Start • End Date: 10/25/11 • 11/29/11
Day: TTh **Time:** 9:00A – 1:00P
Cost: 120.00 **Location Code:** LLC
Building Location: Main Bldg Rm 118
Instructor: Jim Womack

Skills for Success (formerly HRD/CRC)

Students will learn professionalism, proper attire, behavior, and responsibilities expected of healthcare professionals. This course, formerly known as “Workplace Readiness for Health Careers” or HRD/CRC, is required for students taking Health Occupations classes unless they have previously completed the course and received a CRC certification. See specific Health Occupations classes for dates and times of corresponding “Skills for Success” course.

Languages

Fall 2011

Spanish – Beginning Part I

Introduction to understanding, speaking, reading, and writing Spanish. Students acquire language functions, vocabulary, structures and culture through contextualized presentation, interactive activities, and small group practice. For beginning students or those with one year of high school Spanish.

Course #: L-3194
Start • End Date: 08/23/11 • 09/29/11
Day: TTh **Time:** 4:00P – 6:00P
Cost: 65.00 **Location Code:** LLC
Building Location: Main Bldg Rm 215
Instructor: Robert Komorowski

Course #: C-3299
Start • End Date: 09/14/11 • 11/16/11
Day: W **Time:** 2:00P – 3:30P
Cost: 65.00 **Location Code:** SCC
Building Location: Bldg 046 Rm 219
Instructor: Wayne Pond

Spanish – Beginning Part II

Continue learning to speak, read, and write the Spanish language. You will need some previous learning experience, either from Beginning Part I, high school, or other basic Spanish education.

Course #: C-3311
Start • End Date: 09/08/11 • 12/01/11
Day: Th **Time:** 9:00A – 11:00A
Cost: 65.00 **Location Code:** PMC
Building Location: Bldg 041 Rm 224
Instructor: Pat Wright

Course #: L-3195
Start • End Date: 10/04/11 • 11/10/11
Day: TTh **Time:** 4:00P – 6:00P
Cost: 65.00 **Location Code:** LLC
Building Location: Main Bldg Rm 216
Instructor: Robert Komorowski

Spanish – Intermediate

The goal of the course is to become more proficient in the Spanish language and culture and review books written by contemporary Hispanic authors. Must have one to two years of recent Spanish studies.

Course #: C-3312
Start • End Date: 08/18/11 • 12/01/11
Day: Th **Time:** 12:00P – 2:30P
Cost: 120.00 **Location Code:** PMC
Building Location: Bldg 041 Rm 224
Instructor: Pat Wright