Fee waiver available for HRD classes for adults unemployed, underemployed, or working and eligible for the federal earned income tax credit or earning wages at or below 200% of the federal poverty guidelines or received notice of a lay-off.

Chatham County

Basic Computer Skills for the Workplace
Students will be taught basic computer skills at a relaxed pace all the while developing employability skills. Focus of the class will be to improve keyboarding abilities and increase the students’ comfort level with computers. Emphasis will be on the role of technology in the workplace. Class projects will include creating a resume, preparing a cover letter, learning how to prepare an online job application, and how to set up an e-mail account. No prior computer experience is necessary.

Course #: C-3769, Hours: 57
Start • End Date: 08/16/12 • 10/18/12
Day: TTh
Time: 2:00P – 5:00P
Cost: 175.00
Location Code: SCC
Building Location: Rm 231
Instructor: Kathy Siler

Basic Computer Skills for the Workplace II
Students will focus on developing computer skills for the workplace and developing a moderate comfortable level of basis computer use. Students will develop skills in navigating the internet and using it as a tool to do a job search, obtaining occupational information, and compiling employment-related documents.

Course #: C-3770, Hours: 39
Start • End Date: 10/23/12 • 12/06/12
Day: TTh
Time: 2:00P – 5:00P
Cost: 120.00
Location Code: SCC
Building Location: Rm 231
Instructor: Kathy Siler

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, resume and cover letter preparation and training toward the Career Readiness Certificate. This is a continual open entry open exit lab.

Course #: C-3772, Hours: 124
Start • End Date: 08/15/12 • 12/05/12
Day: MW
Time: 9:00A – 1:00P
Cost: 175.00
Location Code: PMC
Building Location: TBD
Instructor: Kathy Siler

Course #: C-3773, Hours: 90
Start • End Date: 08/16/12 • 12/06/12
Day: MTh
Time: 5:00P – 8:00P
Cost: 175.00
Location Code: PMC
Building Location: Bldg 041 Rm. 201 (JobLink Center)
Instructor: Andrew Hanner

Computer Skills for the Workplace I
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.

Course #: C-3771, Hours: 56
Start • End Date: 08/15/12 • 11/21/12
Day: TW
Time: 5:00P – 7:00P
Cost: 175.00
Location Code: SCC
Building Location: Rm 231
Instructor: LaDone Johnson

Effective Job Search
Become familiar with different job search strategies. Get tips on answering interview questions and job hunting techniques. Discover what employers are looking for!

Seminar Date: 08/22/12, Hours:3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 226

Seminar Date: 09/12/12, Hours:3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD

Seminar Date: 09/26/12, Hours:3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 226

Seminar Date: 10/10/12, Hours:3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD

Seminar Date: 10/24/12, Hours:3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 226

Seminar Date: 11/14/12, Hours:3
Day: W
Time: 9:00A – 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD
Human Resources Development (HRD)  Fall 2012

Seminar Date: 11/28/12, Hours: 3
Day: W  Time: 9:00A • 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: PMC
Building Location: Bldg 041 Rm 226

Seminar Date: 12/12/12, Hours: 3
Day: W  Time: 9:00A • 12:00P
Cost: 65.00 (Fee Waiver Available)
Location Code: SCC
Building Location: TBD

Harnett County
Pre-register by calling (910) 814-8852.
Fees for HRD classes are waived for unemployed adults, underemployed adults, adults who are working and eligible for the federal earned income tax credit, and adults who have received notice of a layoff.

Career Readiness Certification Test Dates
Pre-registration is required at least one week prior to test date.

Day Dates Time
Monday 8/27/12 8:45A – 2:00P
Monday 9/24/12 8:45A – 2:00P
Monday 10/22/12 8:45A – 2:00P
Monday 11/26/12 8:45A – 2:00P

Employability Skills
Students will conduct self-assessments, develop employment documents (resumes, applications, and letters), increase technology awareness prepare for today’s workplace.

Course #: H-3898, Hours: 70
Start • End Date: 11/06/12 • 11/29/12
Day: M–F  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

S.A.I.L. Students Achieving In Learning
Students will create employability documents and prepare for the job market.

Course #: H-3894, Hours: 70
Start • End Date: 09/05/12 • 09/26/12
Day: M–F  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Michelle Bethea

S.A.I.L. Plus Students Achieving In Learning
Students will examine techniques for success in the workplace, balance work and life, and prepare for the Career Readiness Certification.

Course #: H-3895, Hours: 70
Start • End Date: 10/03/12 • 10/25/12
Day: M–F  Time: 9:00A – 2:30P
Cost: 175.00  Location Code: TSEC
Building Location: Triangle South Rm 102
Instructor: Betty Hollins

Skills for Success
Increase your chances of being hired in your new field by learning professionalism, proper attire, behavior, and responsibilities expected of healthcare professionals. Time management and good study habits will be discussed. You will learn job seeking and retention skills, communication, and problem solving skills. The Career Readiness Certification evaluation is administered at the end of class. You are required to take this course if you register for a Health Occupations class in Chatham and Lee counties unless you have previously completed the course and received a CRC certification. If so, you must bring proof to registration. For more information, please refer to the Health Occupations section.
Taking the Stress Out of Interviews
This course will provide students with tips and strategies to prepare for an interview.

Course #: H-3891, Hours: 3
Start • End Date: 08/23/12 • 08/23/12
Day: Th  Time: 9:30A – 12:30P
Cost: 65.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Course #: H-3892, Hours: 3
Start • End Date: 08/30/12 • 08/30/12
Day: Th  Time: 9:30A – 12:30P
Cost: 65.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Course #: H-3893, Hours: 3
Start • End Date: 09/06/12 • 09/06/12
Day: Th  Time: 9:30A – 12:30P
Cost: 65.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Bullseye! Targeted Résumé
This course will show students how to write a résumé for today’s job market.

Course #: H-3888, Hours: 3
Start • End Date: 08/22/12 • 08/22/12
Day: W  Time: 9:30A – 12:30P
Cost: 65.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Course #: H-3889, Hours: 3
Start • End Date: 09/06/12 • 09/06/12
Day: W  Time: 9:30A – 12:30P
Cost: 65.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

Course #: H-3890, Hours: 3
Start • End Date: 09/05/12 • 09/05/12
Day: W  Time: 9:30A – 12:30P
Cost: 65.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: Nicole Brown

What Did You Say? Communication Skills for Success
Learn effective communication skills. Topics include listening, verbal, nonverbal, problem-solving, decision making, interpersonal skills, teamwork, and much more.

Course #: H-3896, Hours: 60
Start • End Date: 10/23/12 • 12/11/12
Day: TWTh  Time: 9:00A – 12:30P
Cost: 175.00  Location Code: HMC
Building Location: Continuing Education Rm 229
Instructor: TBD

Lee County

Career Readiness and Pathways
If you are unemployed or underemployed, you can learn the skills you need to find a job. You will explore career opportunities and learn how to find and keep a job. You will learn the skills you need to do your best in school or other job training, like how to take notes, reduce the anxiety of taking tests, and how to prepare for certification training. Registration fee waivers are available for those who qualify.

Course #: L-3201, Hours: 60
Start • End Date: 10/02/12 • 11/20/12
Day: TTh  Time: 9:00A – 1:00P
Cost: 175.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Career Readiness Lab
You will prepare employment-related documents, practice typing, prepare résumés, and study for the WorkKeys Assessments to earn the North Carolina Career Readiness Certificate. You will also develop your interviewing skills and learn how to search for and keep a job. Registration fee waivers are available for those who qualify.

Course #: L-3198, Hours: 165
Start • End Date: 08/15/12 • 12/17/12
Day: MW  Time: 9:00A – 2:00P
Cost: 175.00  Location Code: WBW
Building Location: Main Bldg Rm 118
Instructor: Laurinda Southerland

Computer Skills for the Workplace
Are you in transition, searching for a job but need better skills to be employable? Develop the skills you need to become comfortable using the computer in the workplace. You will also create resumés, cover letters, and thank-you letters, and use the internet to research labor market information and connect with potential employers. Registration fee waivers are available for those who qualify.

Course #: 3199, Hours: 52
Start • End Date: 08/16/12 • 09/27/12
Day: TTh  Time: 9:00A – 1:00P
Cost: 175.00  Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler
Skills for Careers
Are you trying to determine your next step to a career or additional training? Learn your individual assets and limitations, develop a positive concept, develop employability skills, improve communication skills, and study to take the North Carolina Career Readiness Certification Assessments. Registration fees waivers are available for those who qualify.

Course #: L-3209, Hours: 28
Start • End Date: 11/27/12 • 12/18/12
Day: TTh
Time: 9:00A – 1:00P
Cost: 120.00
Location Code: WBW
Building Location: Bldg A Rm 107A
Instructor: Kathy Siler

Skills for Success
Students will learn professionalism, proper attire, behavior and responsibilities expected of healthcare professionals. Time management and good study habits will be discussed. Job seeking and retention skills, communication, and problem solving skills will also be taught. Students will take the Career Readiness Certification evaluation. This course 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.