Human Resources Development (HRD) courses provide skills assessment, employment skills training, and career development and enhancement. HRD courses are offered in short classes to equip you with the knowledge, values, and practical skills essential to applying for, keeping, and advancing in your job. Course fees are waived for qualified participants. Qualified participants are unemployed, have been notified of a lay-off, or underemployed. Underemployed persons are working part time and/or are eligible for the Federal Earned Income Tax Credit.

HRD: Chatham

Workplace Readiness for Health Careers
A prerequisite for medical classes. This course is designed for the student to learn the language, job description, and daily activities of a healthcare professional.

Course #: C-1912
Start • End Date: 01/05/10 • 01/13/10
Day: MTWThF
Time: 9:00A – 1:00P
Cost: 120.00
Location Code: SCC
Building Location: MWF: Bldg 1 Rm 223
TTh: Bldg 1 Rm 216

Course #: C-1906
Start • End Date: 01/05/10 • 01/14/10
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 120.00
Location Code: SCC
Building Location: 5:00P – 7:00P (Rm 6);
7:00P – 9:00P (Rm 7)

Course #: C-1907
Start • End Date: 01/19/10 • 01/27/10
Day: MTWThF
Time: 11:00A – 3:00P
Cost: 120.00
Location Code: SCC
Building Location: 11:00A – 1:00P (Rm 7);
1:00P – 3:00P (Rm 12)

Course #: C-1913
Start • End Date: 01/20/10 • 02/10/10
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 120.00
Location Code: SCC
Building Location: MW: Bldg 1 Rm 226
TTh: Bldg 1 Rm 233

Course #: C-1908
Start • End Date: 02/01/10 • 02/09/10
Day: MTWThF
Time: 11:00A – 3:00P
Cost: 120.00
Location Code: SCC
Building Location: 11:00A – 1:00P (Rm 7);
1:00P – 3:00P (Rm 12)

Course #: C-1914
Start • End Date: 02/15, 19, 22; 03/22, 23, 24, & 25
Day: MTWThF
Time: 9:00A – 1:00P
Cost: 120.00
Location Code: PMC
Building Location: MWF: Bldg 1 Rm 223
TTh: Bldg 1 Rm 216

Course #: C-1910
Start • End Date: 02/22/10 • 03/03/10
Day: MTWThF
Time: 5:00P – 9:00P
Cost: 120.00
Location Code: SCC
Building Location: 5:00P – 7:00P (Rm 1);
7:00P – 9:00P (Rm 7)

Course #: C-1909
Start • End Date: 02/23/10 • 03/04/10
Day: MTWThF
Time: 11:00A – 3:00P
Cost: 120.00
Location Code: SCC
Building Location: 11:00A – 1:00P (Rm 7);
1:00P – 3:00P (Rm 6)

Course #: C-1915
Start • End Date: 03/05/10 • 03/15/10
Day: MTWThF
Time: 9:00A – 1:00P
Cost: 120.00
Location Code: PMC
Building Location: MWF: Bldg 1 Rm 223
TTh: Bldg 1 Rm 216

Course #: C-1916
Start • End Date: 03/18/10 • 03/30/10
Day: MTWTh
Time: 5:00P – 9:00P
Cost: 120.00
Location Code: PMC
Building Location: MW: Bldg 1 Rm 226
TTh: Bldg 1 Rm 223

For Registration information, refer to page 3. For Location Key, refer to page 6.
Human Resources Development (HRD) Spring 2010

HRD: Harnett

Career Readiness for Success Lab
Job seekers, prepare for employment, college admissions, and the North Career Readiness (CRC) Certificate.

Course #: H-1886
Start • End Date: 01/04/10 • 05/07/10
Day: M
Time: 9:00A – 5:00P
Day: TWTh
Time: 1:00P – 5:30P
Day: F
Time: 9:00A – 3:00P
Cost: 175.00
Location Code: HMC
Building Location: TBA

Computer and Employability Skills for the Workplace
Beginning with computer basics, this course will introduce students to computer applications, technology careers, employability skills, and job search strategies.

Course #: H-1884
Start • End Date: 01/07/10 • 03/12/10
Day: TWThF
Time: 9:30A – 12:30P
Cost: 175.00
Location Code: HMC

Workplace Readiness for Health Occupations
This course will provide students with a foundation to achieve success in healthcare careers. It will explore medical careers, job keeping and seeking strategies, time and stress management, and much more.

Course #: H-1885
Start • End Date: 03/17/10 • 05/06/10
Day: TWTh
Time: 9:30A – 12:30P
Cost: 175.00
Location Code: HMC
Building Location: Continuing Education Rm 229

For Registration information, refer to page 3. For Location Key, refer to page 6.
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.

Course #: Y-1226
Start • End Date: 01/19/10 • 02/11/10
Day: TTh
Time: 9:00A – 2:00P
Cost: 120.00
Location Code: WBWICK
Building Location: Main Bldg Rm 18

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 keeping strategies will be taught.

Course #: Y-1227
Start • End Date: 01/20/10 • 03/10/10
Day: MWF
Time: 9:00A – 2:00P
Cost: 175.00
Location Code: WBWICK
Building Location: Main Bldg Rm 18

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. Résumés, cover letters, and thank you letters will be documents students will create. The internet will be used to connect with employers and research labor market information.

Course #: Y-1128
Start • End Date: 02/16/10 • 03/18/10
Day: TTh
Time: 9:00A – 1:00P
Cost: 120.00
Location Code: WBWICK
Building Location: Main Bldg Rm 18

For more information, contact
Lee County: (919) 775-2122, Ext. 7798,
Chatham County: (919) 542-6495, Ext. 219,
Harnett County: (910) 814-8852,
Toll-Free: (800) 682-8353

Our Mission...
To educate and train individuals for success in the workplace