

Computers – Introduction

Students will become familiar with the basic uses of personal computers. Students will acquire a basic knowledge of computer hardware and a brief introduction to operating systems.

Course #: C-1254
Start • End Date: 02/06/12 • 04/30/12
Day: M **Time:** 6:00P – 7:30P
Cost: 65.00 **Location Code:** SCC
Building Location: Rm 231

Instructor: Regina Richardson

Course #: C-1256
Start • End Date: 02/08/12 • 03/28/12
Day: W **Time:** 9:00A – 12:00P
Cost: 65.00 **Location Code:** PMC
Building Location: Bldg 042 Rm 209


Instructor: Ruth Landa

Course #: H-1880
Start • End Date: 02/09/12 • 04/12/12
Day: Th **Time:** 6:00P – 9:00P
Cost: 120.00 **Location Code:** HMC
Building Location: Con Ed Rm 229

Instructor: Wayne Norris

Course #: C-1251
Start • End Date: 02/14/12 • 05/01/12
Day: T **Time:** 6:00P – 8:00P
Cost: 65.00 **Location Code:** PMC
Building Location: Bldg 041 Rm 223

Instructor: Regina Richardson

Course #: L-1236
Center for Creative Retirement 
Start • End Date: 04/24/12 • 05/31/12
Day: TTh **Time:** 4:00P – 6:00P
Cost: 65.00 **Location Code:** WBW
Building Location: Main Bldg Rm 118

Instructor: Robert Komorowski

Microsoft Excel – Introduction

MS Excel 2010 will be used. Learn to create spreadsheets and to enhance them using formulas and formatting.

Course #: L-1220
Start • End Date: 02/29/12 • 04/04/12
Day: W **Time:** 5:00P – 8:00P
Cost: 65.00 **Location Code:** WBW
Building Location: Bldg A Rm 107A

Instructor: John Foushee

Microsoft Excel 2007 – Introduction

Students will learn to plan and create spreadsheets, populate cells, merge cells, write and troubleshoot formulas, use templates, and merge worksheets within a workbook.

MS Excel 2007 is used.

Course #: C-1255
Start • End Date: 02/06/12 • 04/30/12
Day: M **Time:** 7:35P – 9:05P
Cost: 65.00 **Location Code:** SCC
Building Location: Rm 231

Course #: C-1253
Start • End Date: 02/16/12 • 05/03/12
Day: Th **Time:** 6:00P – 8:00P
Cost: 65.00 **Location Code:** PMC
Building Location: Bldg 041 Rm 223

Instructor: Regina Richardson

Microsoft Office 2007 – Introduction

Students will become familiar with and acquire a basic knowledge of MS Word, MS Excel, MS PowerPoint, and MS Publisher.

Course #: C-1252
Start • End Date: 02/15/12 • 05/02/12
Day: W **Time:** 6:00P – 8:00P
Cost: 65.00 **Location Code:** PMC
Building Location: Bldg 042 Rm 209

Instructor: Regina Richardson

Microsoft Office 2010

Learn the basics of the Microsoft Office program suite, including the changes in 2010. Whether you're new to Microsoft Office or need to know what's changed since the 2007 version, you'll find what you need here.

Course #: L-1222
Start • End Date: 04/16/12 • 05/21/12
Day: M **Time:** 5:00P – 8:00P
Cost: 65.00 **Location Code:** WBW
Building Location: Bldg B Rm 108B

Instructor: John Foushee

Microsoft Word & Excel

Students are introduced to Word as a computer application used for composing, editing, formatting, and printing. Also, the student will learn to create spreadsheets, merge worksheets, use templates, and more in Excel.

Course #: H-1881
Start • End Date: 01/30/12 • 04/02/12
Day: M **Time:** 6:00P – 9:00P
Cost: 120.00 **Location Code:** HMC
Building Location: Con Ed Rm 229
Instructor: Terry Moore

Microsoft Word – Introduction

This course is designed to introduce the student to MS Word as a computer application used for composition, editing, formatting, and printing.

Course #: C-1257
Start • End Date: 02/08/12 • 03/28/11
Day: W **Time:** 1:00P – 4:00P
Cost: 65.00 **Location Code:** PMC
Building Location: Bldg 042 Rm 209
Instructor: Ruth Landa

Photoshop Elements

Learn the basics of Photoshop Elements, a powerful tool for editing and enhancing photographs. You must have basic computer knowledge and skills to register for this class.

Course #: L-1135
Start • End Date: 02/02/12 • 03/01/12
Day: Th **Time:** 6:00P – 8:00P
Cost: 39.00 **Location Code:** WBW
Building Location: Bldg A Rm 107A
Instructor: Camp Price

PowerPoint

You will learn how to create and enhance presentations by finding and inserting a variety of objects including pictures, graphics, sounds, and video files. Attention will be given to placing charts and graphs via Excel and Word into your presentation for easy editing.

Course #: L-1221
Start • End Date: 02/27/12 • 04/02/12
Day: M **Time:** 5:00P – 8:00P
Cost: 65.00 **Location Code:** WBW
Building Location: Bldg A Rm 107A
Instructor: John Foushee

QuickBooks – Introduction

Students who successfully complete the course will be able to install and configure QuickBooks for basic business operations and will be able to use QuickBooks in a business environment for processing basic customer, vendor, and payroll transactions and for generating basic business reports.

Course #: C-1280
Start • End Date: 01/23/12 • 03/26/12
Day: M **Time:** 7:00P – 9:00P
Cost: 65.00 **Location Code:** PMC
Building Location: TBD
Instructor: Jerry Koontz



Quickbooks Pro

Coordinate your accounting needs with this powerful software package. Discover how to set up books, process billing, manage accounts receivable and accounts payable, inventory, bank reconciliation and financial statements.

Course #: L-1219

Start • End Date: 03/15/12 • 05/03/12

Day: Th **Time:** 5:00P – 8:00P

Cost: 65.00 **Location Code:** WBW

Building Location: Bldg A Rm 107A

Instructor: John Foushee

Social Networking for Business

Facebook is not just for “Friends.” Learn how your business can benefit from social networking sites and internet opportunities such as Facebook, Google+, Linked-in, Skype, and more.

Course #: L-1237

Start • End Date: 01/24/12 • 03/01/12

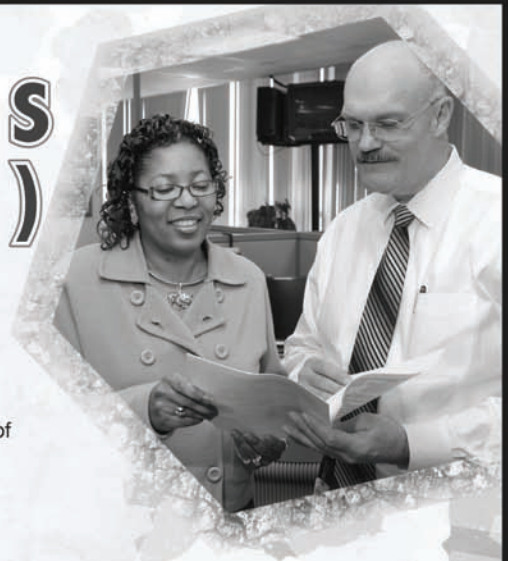
Day: TTh **Time:** 6:30P – 8:30P

Cost: 65.00 **Location Code:** WBW

Building Location: Bldg A Rm 107A

Instructor: Robert Komorowski

CAREER READINESS CERTIFICATE (CRC)



Getting a North Carolina Career Readiness Certificate (CRC) allows career seekers and workers to show employers that the workers or career seekers possess the basic skills that jobs and employers require.

Even if a high school diploma or a college degree is possessed by career seekers or workers, possessing a CRC verifies that careers seekers or workers can handle the kinds of tasks—finding information, reading instructions and directions, even working with figures—that are common in today’s workplace.

HOW IT WORKS

Building on a Proven Program

The Certificate is based on established WorkKeys® assessment tests. (WorkKeys® is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies.) To earn a Career Readiness Certificate, individuals undergo testing related to reading, applied mathematics, and locating information through the WorkKeys® skills assessment system.

A Chance to Advance

Individuals can earn three levels of Career Readiness Certificates based on their test performance in Applied Mathematics, Locating Information, and Reading for Information.

Bronze level: Signifies that a recipient possesses skills for approximately 30% of the jobs profiled by WorkKeys in these three specific skill areas.

Silver level: Signifies that a recipient possesses skills for approximately 65% of jobs profiled by WorkKeys in these areas.

Gold level: Signifies that a recipient possesses skills for 85% of jobs profiled by WorkKeys in the three areas.

CRC ASSESSMENTS

As mentioned above, CRC assessments test applicants in three major areas: Reading for Information, Locating Information, and Applied Mathematics. The different levels earned – bronze, silver and gold – signify increasing levels of difficulty in each area.

HOW TO EARN CERTIFICATION

Career seekers can obtain a Career Readiness Certificate by taking the WorkKeys® Assessments. Individuals who do not initially achieve the certificate can pursue targeted training and education through the Human Resources Development (HRD) Program. For more information on how the Career Readiness Certificate may be earned, call Patricia Stone-Hackett at (919) 777-7716 or pstone-hackett@cccc.edu

Career Readiness Certification Assessment Schedule

January 26, 2012	February 23, 2012	March 29, 2012	April 26, 2012	May 10, 2012
6:00P – 9:30P	6:00P – 9:30P	6:00P – 9:30P	6:00P – 9:30P	6:00P – 9:30P

NORTH CAROLINA
CAREER READINESS
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